

# Child Care and Development Fund (CCDF) Plan For Ohio FFY 2019-2021

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## 1 Define CCDF Leadership and Coordination with Relevant Systems

This section identifies the leadership for the CCDF program in each Lead Agency and the entities and individuals who will participate in the implementation of the program. It also identifies the stakeholders that were consulted to develop the Plan and who the Lead Agency collaborates with to implement services. In this section respondents are asked to identify how match and maintenance-of-effort (MOE) funds are identified. Lead Agencies explain their coordination with child care resource and referral (CCR&R) systems, and outline the work they have done on their disaster preparedness and response plans.

### 1.1 CCDF Leadership

The Governor of a State or Territory shall designate an agency (which may be an appropriate collaborative agency), or establish a joint inter-agency office, to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E(c)(1)). Note: An amendment to the CCDF State Plan is required if the Lead Agency changes or if the Lead Agency official changes.

#### **1.1.1 Which Lead Agency is designated to administer the CCDF program?**

Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a)).

Effective Date: 02/27/2021

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Ohio Department of Job and Family Services

Street Address: 30 East Broad Street, 32nd Floor

City: Columbus

State: Ohio

ZIP Code: 43215

Web Address for Lead Agency: <http://jfs.ohio.gov/>

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Kimberly

Lead Agency Official Last Name: Henderson

Title: Director

Phone Number: 614-466-6283

Email Address: [Kimberly.Henderson01@jfs.ohio.gov](mailto:Kimberly.Henderson01@jfs.ohio.gov)

### 1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

Effective Date: 10/01/2018

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Tracey

CCDF Administrator Last Name: Chestnut

Title of the CCDF Administrator: Chief, Bureau of Child Care Policy and Technical Assistance

Phone Number: 614-752-0481

Email Address: tracey.chestnut@jfs.ohio.gov

Address for the CCDF Administrator (if different from the Lead Agency):

Street Address: 4020 E. Fifth Avenue

City: Columbus

State: Ohio

ZIP Code: 43219

b) CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name:

CCDF Co-Administrator Last Name:

Title of the CCDF Co-Administrator:

Description of the role of the Co-Administrator:

Phone Number:

Email Address:

Address for the CCDF Co-Administrator (if different from the Lead Agency):

Street Address:

City:

State:

ZIP Code:

## 1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as it retains overall responsibility for the administration of the program (658D(b)). Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

**1.2.1 Which of the following CCDF program rules and policies are administered (i.e., set or established) at the state or territory level or local level? Identify whether CCDF program rules and policies are established by the state or territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards (98.16(i)(3)). Check one.**

Effective Date: 10/01/2018

- All program rules and policies are set or established at the state or territory level. If checked, skip to question 1.2.2.
- Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.

1. Eligibility rules and policies (e.g., income limits) are set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

Other.

Describe:

2. Sliding-fee scale is set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

Other.

Describe:

3. Payment rates are set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

Other.

Describe:

4. Other. List and describe other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

**1.2.2 How is the CCDF program operated? In other words, which entity(ies) implement or perform these CCDF services? Check all that apply**

Effective Date: 10/01/2018

a) Who conducts eligibility determinations?

- CCDF Lead Agency
- Temporary Assistance for Needy Families (TANF) agency

- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

b) Who assists parents in locating child care (consumer education)?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

The Ohio Department of Job and Family Services also maintains a website listing all licensed programs with contact and basic demographic information including if the program has an agreement for publicly funded child care, if they participate in the Child and Adult Care Food Program, and other services offered by the program.

c) Who issues payments?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

## Describe

**1.2.3 Describe the processes the Lead Agency uses to monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.2, including written agreements, monitoring and auditing procedures, and indicators or measures to assess performance of those agencies (98.16(b)). Note : The contents of the written agreement may vary based on the role the agency is asked to assume or type of project, but must include at a minimum, tasks to be performed, schedule for completing tasks, budget which itemizes categorical expenditures in accordance with CCDF requirements, and indicators or measures to assess performance (98.11(a)(3)).**

Effective Date: 10/01/2018

A Memorandum of Understanding is in place between the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) ensuring ODJFS the ability to monitor the implementation of the CCDBG requirements in their licensing process. ODE rules are reviewed by ODJFS to ensure they are inclusive of all CCDBG requirements and staff from both agencies meet routinely. ODJFS staff complete all background checks for ODE child care staff who desire to work in programs receiving CCDF funds. Once determined eligible, the ODE program is permitted to participate in the ODJFS publicly funded child care program.

ODJFS sets requirements in rule for county agencies to implement CCDBG. For publicly funded child care, the requirements for both the county agencies and caretakers are set in 5101:2-16 OAC. Many of the eligibility requirements are also automated in the department's systems which the counties are required to use for determining initial and ongoing eligibility. The department audits the counties annually to ensure they are implementing rules, including the CCDBG requirements, correctly. The CCDBG licensing requirements county agencies, family child care providers and in-home aides are set in 5101:2-13 and 5101:2-14 OAC. ODJFS annually monitors each county to ensure compliance with those requirements as well.

ODJFS has contracted with 9 child care resource and referral agencies (CCR&R) which provide services in 12 service delivery areas (SDA) throughout the state. The contract

requires the CCR&R agencies to assist families in locating child care. The CCR&R agencies provide quarterly reports to the state which are reviewed to ensure deliverables are met.

**1.2.4 Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)).**

Effective Date: 10/01/2018

**Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate.**

The Ohio Department of Job and Family Services (ODJFS) has made several presentations both at the state and federal level on system functions that have been built to support the child care program. Although not yet approached, ODJFS would be cooperative and assist, to a reasonable extent, other state agencies or other states with obtaining the system functionality built with CCDF funds to support their child care program.

Effective Date: 10/01/2018

**1.2.5 Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)).**

Effective Date: 10/01/2018



### **Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally identifiable information.**

Ohio has laws and rules related to the confidentiality of information including the identity of recipients of public assistance and protection of children enrolled in a regulated child care program. The identities for children and families enrolled in the publicly funded child care program are confidential pursuant to the sections of rules and laws cited below. ODJFS requires all state and county workers with access to our data systems to sign a code of responsibility. Child care providers are only given the family information needed to track attendance and request payment. The provider agreement requires that these programs not identify the families as receiving publicly funds.

<http://codes.ohio.gov/orc/5101.27v2>

<http://codes.ohio.gov/orc/5101.29>

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-26.stm>,

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-07.stm>

<http://jfs.ohio.gov/cdc/docs/ProviderAgreement2016.stm>

Effective Date: 10/01/2018

### 1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF plan, which serves as the application for a 3-year implementation period. As part of the Plan development process, Lead Agencies must consult with the following:

(1) Appropriate representatives of units of general purpose local government-(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at [https://www.census.gov/newsroom/cspan/govts/20120301\\_cspan\\_govts\\_def\\_3.pdf](https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf).

(2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to

642B(b)(1)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).

(3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

#### Consultation

involves meeting with or otherwise obtaining input from an appropriate agency in the development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

#### **1.3.1 Describe the Lead Agency's consultation in the development of the CCDF plan.**

Effective Date: 10/01/2018

a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments.

The Ohio Department of Job and Family Services (ODJFS) Child Care Advisory Council (CCAC) membership is defined in Ohio Revised Code and states that the council shall consist of twenty-two voting members appointed by the Director of ODJFS with the approval of the Governor. The Director of ODJFS, the Director of Developmental Disabilities, the Director of Mental Health and Addiction Services, the Superintendent of Public Instruction, the Director of Health, the Director of Commerce, and the State Fire Marshal shall serve as nonvoting members of the council. Six members shall be representatives of child care centers subject to licensing, the members should represent a variety of centers, including nonprofit and proprietary, from different geographical areas of the state. At least three members shall be parents, guardians, or custodians of children receiving child care or publicly funded child care in the child's own home, a center, a type A home, a Head Start program, a licensed type B home, or a type B home at the time of appointment. Three members shall be representatives of in-home aides, type A homes, licensed type B homes, or type B homes or Head Start programs. At least six members shall represent county departments of job and family services. The remaining members shall be representatives of the teaching, child development, and health professions, and other individuals interested in the welfare of children. At least six members of the council shall not be employees or licensees of a child day-care center,

head start program, or type A home, or providers operating a licensed type B home or type B home, or in-home aides.

The CCAC Policy Sub-Committee reviews draft rules and provides feedback on changes to the Ohio Administrative Code (OAC), some that are a direct result of the Child Care and Development Block Grant (CCDBG). Additionally, ODJFS consults with the Ohio Job and Family Services Director's Association (OJFSDA) which represents the county department of job and family services agencies. Discussions include policy changes resulting from the CCDBG Act; feedback from this group is used to shape and fine tune Ohio's goals and plan. In addition, ODJFS has a public comment period for all OAC rules. ODJFS strives to provide a two-week public comment period to receive feedback prior to filing with the Joint Committee on Agency Rule Review (JCARR). Additionally, all OAC rules are required to have a public hearing prior to the formal JCARR review.

b) Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body.

The Early Childhood Advisory Council (ECAC) membership includes a diverse array of stakeholders from early childhood programs, schools, health, social services, unions, philanthropy and other groups. Here is a link to the current membership list: <http://earlychildhoodohio.org/ecac/pdf/ECAC-Roster.pdf> . ECAC provides feedback throughout the year regarding the implementation of publicly funded child care, Ohio's tiered quality rating and improvement system, Step Up To Quality, and child care licensing. Kara Wente, Deputy Director of the Office of Family Assistance, is a member of ECAC and presents policies/procedures/goals, some of which are included in the state plan, to ECAC for feedback. Additionally, the external workgroup that reviewed this state plan in detail included representatives from ECAC. The plan was also discussed at the April 2018 ECAC meeting.

c) Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Note: The CCDF regulations recognize the need for States to conduct formal, structured consultation with Tribal governments, including Tribal leadership. Many States and Tribes have consultation policies and procedures in place.

NA

d) Describe any other entities, agencies, or organizations consulted on the development of the CCDF plan.

The Ohio Department of Job and Family Services (ODJFS) Child Care Advisory Council (CCAC) provides feedback and advises the department throughout the year regarding the implementation of child care including the Publicly Funded Child Care (PFCC) Program, Step Up To Quality (SUTQ) and child care licensing. The CCAC membership includes representatives from county agencies, parents, family child care providers, child care centers, state agencies and stakeholders.

The Ohio Department of Education (ODE) and ODJFS staff meet regularly to develop common goals within the early learning system. Discussion topics include professional development, funding, regulatory and quality standards and alignment. ODE regulates section 619 for preschool, as well as, school operated (public and chartered, non-public) programs, some of which participate in the PFCC program. The Coordinator for Homeless Education is housed at ODE and partners with ODJFS to assist with content included in the required child care staff orientation training. ODE also has an ex-officio seat on the CCAC. ODE staff work with ODJFS to better understand the Child Care and Development Block Grant (CCDBG) requirements and ensure compliance, including reviewing statutory language. Additionally, the internal workgroup that drafted responses to this state plan included representatives from ODE.

The Ohio Department of Developmental Disabilities (DODD) administers the Part C program in Ohio. This agency is represented on the Early Childhood Advisory Council (ECAC), CCAC and the cross-agency leadership workgroup.

The Head Start Collaboration Grant is housed within ODE. ODJFS seeks input from the Head Start community throughout the year. The Head Start Collaboration Director (HSCD) continues to work with ODJFS staff to better understand the CCDBG requirements. Additionally, ODJFS participates in a quarterly meeting with the HSCD, ODE, the Ohio Head Start Association and our federal partners to ensure open lines of communication. ODJFS participates in the Head Start Innovation Collaboration whose purpose is to support the mission of Ohio's Head Start Collaboration Office and help guide the implementation of their strategic plan. The HSCD participated in the external workgroup review of this state plan.

Child care providers, including providers participating in the Early Head Start-Child Care Partnership grants participate on the CCAC and the CCAC Policy Sub-Committee. The Policy Sub-Committee and guests reviewed drafts and provided feedback on changes to the OAC that are a result of the CCDBG Act. All meetings are open to the public and attended by individuals who are not Council members. Feedback on rule review is accepted from all participating in reviews.

ODJFS works with staff from the Ohio Department of Health (ODH) throughout the year on workgroups to promote safe, healthy and nutritious environments for young children. ODH administers the Women Infants and Children program in Ohio, the Maternal and Child Home Visitation programs grant and has an ex-officio seat on CCAC, as well as other statewide collaborative initiatives. ODJFS participated in the Pediatric Obesity Collaborative Improvement and Innovation Network with representatives from the ODH, ODE, and the Ohio Head Start Association. Results of this effort included changes to the licensing rules for all provider types.

The child care program routinely consults with the Bureau of Technical Assistance and Support, which houses the Refugee Services area, as well as the Bureau of Cash and Food Assistance Policy. All bureaus are housed within the Office of Family Assistance.

The Ohio Child Care Resource and Referral Association (OCCRRA) and the child care resource and referral (CCR&R) agencies provide feedback throughout the year and have representation on the CCAC as well as the Early Childhood Advisory Council. ODJFS, OCCRRA and CCR&R agencies meet to discuss outcomes, goals and activities that support child care including items identified in CCDBG. Additionally, ODJFS meets monthly with the SUTQ Coordinators from all the CCR&R agencies to coordinate services to programs.

**1.3.2 Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)).**

Reminder:

Lead Agencies are required to hold at least one public hearing in the state or territory, with

sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

Effective Date: 10/01/2018

a) Date of the public hearing. 05/17/2018

*Reminder:* Must be no earlier than January 1, 2018, which is 9 months prior to the October 1, 2018, effective date of the Plan. If more than one public hearing was held, please enter one date (e.g. the date of the first hearing, the most recent hearing or any hearing date that demonstrates this requirement).

b) Date of notice of public hearing (date for the notice of public hearing identified in (a)).  
04/27/2018

*Reminder:* Must be at least 20 calendar days prior to the date of the public hearing. If more than one public hearing was held, enter one date of notice (e.g. the date of the first notice, the most recent notice or any date of notice that demonstrates this requirement).

c) How was the public notified about the public hearing? Please include specific website links if used to provide notice.

The public hearing notice was posted on the Ohio Department of Job and Family Services child care website, sent through a Really Simple Syndication feed and distributed through stakeholder email list serves. The public hearing notice and draft state plan are posted here <http://jfs.ohio.gov/cdc/State-Plan-2019-2021.stm>

d) Hearing site or method, including how geographic regions of the state or territory were addressed. The hearing site is centrally located in the state, 4020 East Fifth Avenue, Columbus, Ohio 43219.

e) How the content of the Plan was made available to the public in advance of the public hearing. (e.g. the Plan was made available in other languages, in multiple formats, etc.)  
A notice of the draft plan was posted on the Child Care website.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? The public could electronically submit written comments prior to the public hearing in addition to comments submitted during the hearing. All comments were reviewed and considered for incorporation into the plan and for future planning.

**1.3.3 Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)). Please note that a Lead Agency must submit Plan amendments within 60 days of a substantial change in the Lead Agency's program. (Additional information may be found here: <https://www.acf.hhs.gov/occ/resource/pi-2009-01>)**

Effective Date: 10/01/2018

a) Provide the website link to where the Plan, any Plan amendments, and/or waivers are available. Note: A Plan amendment is required if the website address where the Plan is posted is changed.

<http://jfs.ohio.gov/cdc/BCCD.stm>

b) Describe any other strategies that the Lead Agency uses to make the CCDF Plan and Plan amendments available to the public (98.14(d)). Check all that apply and describe the strategies below, including any relevant website links as examples.

Working with advisory committees.

Describe:

The timeline for work on this state plan was shared with the Ohio Department of Job and Family Services Child Care Advisory Council (CCAC) and the Early Childhood Advisory Council with an invitation extended to both to participate in a review of the plan prior to submission. Plan progress, including submission of amendments and approvals, is shared at every quarterly CCAC meeting.

Working with child care resource and referral agencies.

Describe:

Providing translation in other languages.

Describe:

Translation services information is available on the child care website.

Sharing through social media (e.g., Twitter, Facebook, Instagram, email).

Describe:

- Providing notification to stakeholders (e.g., provider groups, parent groups).

Describe:

The Ohio Department of Job and Family Services utilizes a Really Simple Syndication (RSS) feed as a method of communicating with the provider community and stakeholders. The RSS feed sends an email to those registered to receive the notifications. An RSS feed was sent informing of the plan posting and the public hearing. Additionally, notification of the plan posting and public hearing was sent to stakeholders for distribution to their list serves.

- Other.

Describe:

## 1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies are required to describe how the state or territory will efficiently, and to the extent practicable, coordinate child care services supported by CCDF with programs operating at the federal, state/territory, and local levels for children in the programs listed below. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care (98.14(a)(1)).

**1.4.1 Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).**

This list includes agencies or programs required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as:



- extending the day or year of services for families;
- smoothing transitions for children between programs or as they age into school;
- enhancing and aligning the quality of services for infants and toddlers through school-age children;
- linking comprehensive services to children in child care or school age settings; or
- developing the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settings

Check the agencies or programs the Lead Agency will coordinate with and describe all that apply.

Effective Date: 10/01/2018

- (REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns.

Describe the coordination goals and process:

The county department of job and family services(CDJFS) agency staff participate on the Ohio Department of Job and Family Services'(ODJFS) Child Care Advisory Council (CCAC). The CCAC Policy Sub-Committee reviews draft rules and provides feedback on changes to the Ohio Administrative Code, some that have been a direct result of the Child Care and Development Block Grant. Additionally, ODJFS consults with the Ohio Job and Family Services Director's Association(OJFSDA) which represents the county department of job and family services agencies. ODJFS staff meet with OJFSDA during quarterly meetings to discuss policy changes. Feedback from county agency staff and OJFSDA is used to inform policy, needed technical assistance and communication. Additionally, Ohio is state supervised and county administered. The CDJFS agencies determine eligibility for Ohio's publicly funded child care program, inspect family child care homes for licensing compliance and complete the verification process for Step Up To Quality 1 and 2 star rated family child care homes beginning July 1, 2018. Communication, technical assistance and an ongoing working relationship between ODJFS and the CDJFS agencies is imperative to the success of these child care programs

- (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(1)(A)(i) of the Head Start Act).

Describe the coordination goals and process:

The Early Childhood Advisory Councils' (ECAC) goal is to coordinate early childhood services across state agencies with stakeholder input. Kara Wentz, Deputy Director of

the Office of Family Assistance (housed within the Lead agency), is a member of ECAC and presents policies, procedures on on the implementation of the publicly funded child care program, Step Up To Quality and child care licensing. ECAC meets quarterly, and more often if needed, and provides guidance and feedback to the Lead agency.

Check here if the Lead Agency has official representation and a decision-making role in the State Advisory Council or similar coordinating body.

(REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes.

Describe the coordination goals and process, including which tribe(s) was consulted:

N/A-There are no Indian tribes and/or tribal organizations in the State.

(REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and and Part B, Section 619 for preschool).

Describe the coordination goals and process:

The Ohio Department of Job and Family Service (ODJFS) actively participates on the Early Intervention Council, facilitated by the Ohio Department of Developmental Disabilities (DODD). DODD administers the Part C program in Ohio and has an ex-officio seat on the ODJFS Child Care Advisory Council (CCAC). The Ohio Department of Education (ODE) administers section 619 for preschool and has an ex-officio seat on CCAC. The goal of cross agency participation is to ensure programming aligns and supports the children and families served. Additionally, representatives from both ODE and DODD participate on the Early Childhood Advisory Council.

(REQUIRED) State/territory office/director for Head Start state collaboration.

Describe the coordination goals and process:

The Head Start Collaboration Grant is housed within the Ohio Department of Education. ODE, the Head Start Collaboration Director and the Ohio Department of Job and Family Services (ODJFS) meet to ensure the alignment of procedures and policy specific to child care licensing, Step Up To Quality, and to incorporate Head Start best practices. ODJFS seeks input from the head start community throughout the

year.

- (REQUIRED) State agency responsible for public health, including the agency responsible for immunizations.

Describe the coordination goals and process:

A representative from the Ohio Department of Health (ODH) sits on the Early Childhood Advisory Council and the Ohio Department of Job and Family Services' (ODJFS) Child Care Advisory Council. Cross agency coordination ensures communication and coordination between all early childhood programming statewide. Staff from ODJFS work with ODH throughout the year on workgroups to promote safe, healthy and nutritious environments for young children. ODH administers the Women Infants and Children program in Ohio. ODJFS participated in the Pediatric Obesity Collaborative Improvement and Innovation Network with representatives from the ODH, the Ohio Department of Education, and the Ohio Head Start Association. Results of this effort included changes to the licensing rules for all provider types.

- (REQUIRED) State/territory agency responsible for employment services/workforce development.

Describe the coordination goals and process:

Workforce Development is housed within the Ohio Department of Job and Family Services. We have worked with Workforce Development to evaluate trend data, wage data, to explore targeted recruitment and to evaluate how to get the early childhood jobs on Ohio's in-demand job list.

- (REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK).

Describe the coordination goals and process:

The Ohio Department of Education (ODE) and the Ohio Department of Job and Family Services (ODJFS) staff meet regularly to ensure the continued alignment in implementation of procedures and policy including professional development, funding, and regulatory and quality standards. ODE funded programs and ODJFS funded programs have aligned where possible under current law in the following areas: application, program eligibility- income definition and copayments under 100% FPL, Step Up To Quality, licensing regulations, attendance policy and attendance tracking. ODE staff work with ODJFS to better understand the Child Care and Development

Block Grant requirements and ensure compliance. ODE has an ex-officio seat on the ODJFS Child Care Advisory Council and is represented on the Early Childhood Advisory Council.

(REQUIRED) State/territory agency responsible for child care licensing.

Describe the coordination goals and process:

The Ohio Department of Job and Family Services(ODJFS) is responsible for the child care licensing of child care centers and family child care homes. The Ohio Department of Education(ODE) regulates school operated (public and chartered, non-public) programs, some of which participate in the publicly funded child care program. ODE and ODJFS staff meet regularly to ensure the continued alignment in implementation of procedures and policy including professional development, funding, and regulatory and quality standards. ODE funded programs and ODJFS funded programs have aligned in the following areas: application, program eligibility, funding, Step Up To Quality, licensing regulations, attendance policy and attendance tracking. ODE staff work with ODJFS to better understand the Child Care and Development Block Grant requirements and ensure compliance. ODE has an ex-officio seat on the ODJFS Child Care Advisory Council and is represented on the Early Childhood Advisory Council

(REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs.

Describe the coordination goals and process:

The Ohio Department of Education (ODE) is the lead agency for the Child and Adult Care Food Program (CACFP). The Ohio Department of Job and Family Services (ODJFS) works with ODE to ensure licensing meal requirements align with CACFP and to inform programs about the benefits of CACFP. Additionally, ODJFS participates on the Pediatric Obesity Collaborative Improvement and Innovation Network, facilitated by the Ohio Department of Health, which focused, in part, on nutrition in child care programs.

(REQUIRED) McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons.

Describe the coordination goals and process:

The Ohio Department of Job and Family Services collaborates with the Coordinator for

Homeless Education at the Ohio Department of Education. Required staff orientation training for all child care program staff included information on identifying and serving homeless families. Feedback from our partner was extremely valuable in guiding the content of this training. A goal of continued collaboration is to enhance current efforts to assist homeless families and children.

- (REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program.

Describe the coordination goals and process:

The Bureau of Child Care Policy and TA consults with the Bureau of Cash and Food Assistance Policy routinely. Both bureaus are housed within the Office of Family Assistance. The bureaus are working on a joint application for public assistance programs as well as a unified eligibility system.

- (REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program.

Describe the coordination goals and process:

The Ohio Department of Job and Family Services is working with the Ohio Department of Medicaid to implement an automated one stop location for Ohio Benefits, including child care eligibility. This collaboration will streamline the process for Ohio's eligible population.

- (REQUIRED) State/territory agency responsible for mental health

Describe the coordination goals and process:

The Ohio Department of Mental Health and Addiction Services (ODMHAS) provides feedback throughout the year and is represented on the Early Childhood Advisory Council, has an ex-officio seat on the Child Care Advisory Council, as well as other statewide collaborative initiatives. Continued collaborative work with ODMHAS has introduced mental health specialist that work within child care programs to support children, families and providers with children with mental health issues. This direct involvement at the child care program level aids in the reduction of suspension/expulsion and improves family engagement.

- (REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and

professional development.

**Describe the coordination goals and process:**

The Ohio Department of Job and Family Services contracts with 7 child care resource and referral (CCR&R) agencies that serve 12 delivery areas in Ohio to provide professional development to child care programs and consumer education to families. Additionally, the CCR&R agencies work with programs in becoming Step Up To Quality rated. ODJFS contracts with the Ohio Child Care Resource and Referral Association to manage the Ohio Professional Registry, a centralized information system for early childhood and school age professionals that includes available professional development and documents individual career growth.

- (REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable).

**Describe the coordination goals and process:**

The Ohio Department of Job and Family Services works closely with the Ohio Alliance of YMCAs to review current licensing and Step Up To Quality standards as they related to school child programs.

- (REQUIRED) Agency responsible for emergency management and response.

**Describe the coordination goals and process:**

The Ohio Department of Job and Family Services works with Office of the Chief Inspector to establish an emergency management and response plan to ensure that those receiving child care subsidy can continue and to ensure child care programs can continue to operate, allocating additional funding if needed.

*The following are examples of optional partners a state might coordinate with to provide services. Check all that apply.*

- State/territory/local agencies with Early Head Start - Child Care Partnership grants.

**Describe**

Child care providers, including providers participating in the Early Head Start-Child Care Partnership grants, participate on the Ohio Department of Job and Family Services' Child Care Advisory Council (CCAC) and the CCAC Policy Sub-Committee

- State/territory institutions for higher education, including community colleges

Describe

The Ohio Department of Job and Family Services staff participate in an articulation workgroup that coordinates a Higher Education Summit to assist in workforce development in early childhood, specifically with articulation agreements for child care courses/professional development experiences. Work continues with this effort.

- Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services.

Describe

- State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.

Describe

The Ohio Department of Mental Health and Addiction Services and the Ohio Department of Health provide feedback throughout the year and are represented on the Early Childhood Advisory Council, have an ex-officio seat on the Child Care Advisory Council, as well as other statewide collaborative initiatives.

- Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.

Describe

- State/territory agency responsible for child welfare.

Describe

The child care program consults with the Ohio Children's Trust Fund, as well as the Bureau of Protective Services within the Office of Families and Children to promote the prevention of child abuse and neglect. Both entities are housed within the Ohio Department of Job and Family Services.

- State/territory liaison for military child care programs.

Describe

[Provider groups or associations.](#)

[Describe](#)

The Ohio Afterschool Network, the Ohio Association of Child Care Providers, Groundwork and American Federation of State, County and Municipal Employees, Ohio Council 8 provide feedback.

[Parent groups or organizations.](#)

[Describe](#)

The Child Care Advisory Council is required to have parent representation. The Child Care Advisory Council provides recommendations and gives feedback on Ohio's child care program.

[Other.](#)

[Describe](#)

The Child Care Advisory Council provides feedback and advises the department throughout the year regarding the implementation of publicly funded child care, Step Up To Quality and child care licensing.

## [1.5 Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds](#)

### Optional Use of Combined Funds:

States and territories have the option to combine CCDF funds with any program identified as required in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or state/territory prekindergarten requirements in addition to



state/territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs. In fact, the coordination and collaboration between Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start ' Child Care Partnerships:

[https://www.acf.hhs.gov/sites/default/files/occ/acf\\_im\\_ohs\\_15\\_03.pdf](https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf)  
).

**1.5.1 Does the Lead Agency choose to combine funding for CCDF services for any required early childhood program (98.14(a)(3))?**

Effective Date: 10/01/2018

No (If no, skip to question 1.5.2)

Yes. If yes, describe at a minimum:

a) How you define "combine"

b) Which funds you will combine

c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations

d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level?

e) How are the funds tracked and method of oversight

**1.5.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF matching and MOE requirements described in 98.55(e) and 98.55(h)?**

Note:

The Lead Agency must check at least public and/or private funds as matching, even if preK funds also will be used.

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will coordinate preK and child care services to expand the availability of child care while using public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

Use of Private Funds for Match or Maintenance of Effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies do need to identify and designate in the state/territory Plan the donated funds given to public or private entities to implement the CCDF child care program (98.55(f)).

Effective Date: 10/01/2018

- N/A - The territory is not required to meet CCDF matching and MOE requirements
- Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.

-- If checked, identify the source of funds:

General Revenue Funds

-- If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ 38 million matching funds and \$45 million MOE

Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).

-- If checked, are those funds:

donated directly to the State?

donated to a separate entity(ies) designated to receive private donated funds?

-- If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

-- If known, identify the estimated amount of private donated funds that the Lead Agency will receive: \$

State expenditures for preK programs are used to meet the CCDF matching funds requirement.

If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent):

-- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

State expenditures for preK programs are used to meet the CCDF maintenance-of-effort requirements. If checked,

-- The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.55(h)(1) and 98.15(6).

No

Yes

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

-- Estimated percentage of the MOE Fund requirement that will be met with preK expenditures (not to exceed 20 percent):

-- If the percentage is more than 10 percent of the MOE requirement, describe how the State will coordinate its preK and child care services to expand the availability of child care:

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: \$

## 1.6 Public-Private Partnerships

Lead Agencies are required to describe how they encourage public-private partnerships among other public agencies, tribal organizations, private entities, faith-based organizations, businesses or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) (658E(c)(2)(P)). ACF expects these types of partnerships to leverage public and private resources to further the goals of the CCDBG Act. Lead Agencies are required to demonstrate how they encourage public-private partnerships to leverage existing child care and early education service-delivery systems and to increase the supply and quality of child care services for children younger than age 13, for example, by implementing voluntary shared service alliance models (98.14(a)(4)).

**1.6.1 Identify and describe the entities with which and the levels at which the state/territory is partnering (level-state/territory, county/local, and/or programs), the goals of the partnerships, the ways that partnerships are expected to leverage existing service-delivery systems, the method of partnering, and examples of activities that have resulted from these partnerships (98.16(d)(2)).**

The Ohio Department of Job and Family Services (ODJFS) currently has an appointed member on the Early Childhood Advisory Council (ECAC). The Council consists of members from the Governor's office, state agencies, provider organizations, providers, higher education, foundations and other groups. The Governor's office leads the Early Childhood Advisory Council (ECAC). The ECAC focuses on children from birth to kindergarten entry and is charged with advising the Governor on ways to improve results for children in Ohio through the creation and coordination of policy and financing strategies. Many of Ohio's local

programs consider themselves the last dollar in when providing services. They leverage the state funds prior to their local dollars. Additionally, the quality of the programs is often based on Ohio's tiered quality rating system, Step Up To Quality (SUTQ). When determining available vendors, most require a 3-, 4- or 5-star rating to receive local funding.

Additionally, the Ohio Department of Education (ODE) and ODJFS staff meet regularly to ensure the continued alignment in implementation of procedures and policy specific to professional development, funding, regulatory and quality standards. ODE funded programs and ODJFS funded programs have aligned in the following areas: application, program eligibility, funding, Step Up To Quality, licensing regulations, attendance policy and attendance tracking. Additionally, beginning July 1, 2020 publicly funded child care may be provided only by a provider that is rated through SUTQ. ODE and ODJFS are charged with identifying strategies for appropriately rating small (type B) family child care homes to increase the accessibility of high quality child care for families utilizing this child care setting.

UPDATE May 2020 - Per Amended Substitute House Bill 197, passed on March 27, 2020, the deadline for programs providing publicly funded child care (PFCC) to be Step Up To Quality (SUTQ) rated has been extended from July 1, 2020 to September 1, 2020. Ohio Administrative Code was updated to reflect these changes as well.

Effective Date: 03/27/2020

## 1.7 Coordination With Local or Regional Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

- If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional

CCR&R organizations supported by those funds must, at the direction of the Lead Agency, provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.

- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).
- Collect data and provide information on the coordination of services and supports, including services under Section 619 and Part C of the Individuals with Disabilities Education Act;
- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State;
- Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care providers, to increase the supply and quality of child care services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

Nothing in the statute or rule prohibits States from using CCR&R agencies to conduct or provide additional services beyond those required by statute or rule.

Note: Use 1.7.1 to address if a state/territory funds a CCR&R organization, what services are provided and how it is structured and use section 7.6.1 to address the indicators of progress met by CCR&R organizations if they are funded by quality set-aside funds.

**1.7.1 Does the Lead Agency fund a system of local or regional CCR&R organizations?**

Effective Date: 10/01/2018

- No. The state/territory does not fund a CCR&R organization(s) and has no plans to establish one.
- Yes. The state/territory funds a CCR&R system. If yes, describe the following:

a) What services are provided through the CCR&R organization?

Child Care Resource and Referral (CCR&R) agencies provide training, technical assistance, and outreach services to the child care providers and families in their respective regions. The CCR&R agencies develop and implement programs to increase knowledge of professionals, to support the implementation and delivery of early care and education services and to assist child care programs in becoming rated within Step Up To Quality. Additionally, the CCR&R agencies increase the knowledge and awareness for families, community partners, and community stakeholders regarding the importance and availability of early care and education services to increase the demand for high quality services.

Specifically for Part C of IDEA, the CCR&R's obtain referral services from child care providers as well as community outreach presentations conducted by the CCR&R specialists. The CCR&R specialists, upon obtaining information from the families, will then refer the client to the services available within their community based on the child's identified/unidentified special need (medical, developmental, physical, social-emotional and behavior challenges). Such services would involve the efforts of Help Me Grow, Ohio's Whole Child Matters Program, and local education and referral services center. Based on the needs of the families within the area served by the SDA, each CCR&R specialist is trained to help the families secure child care and help to improve inclusion practices within the early childhood community. Through provider support, families of young children with disabilities have increased access to high-quality inclusive child care. Families are also linked to support groups within their community, in person and through social media, as well as conferences and trainings that may help to provide additional resources to the whole family.

The CCR&R agencies are required, by contract, to complete a needs assessment in their delivery areas and report that information to the state. The needs and community assessments were determined through interviews, focus groups, annual and quarterly surveys and available data collected through the Professional Development Registry and Technical Assistance Database. The information from these sources, along with the available data, is used to identify community-level needs including the supply and demand in the service area.

b) How are CCR&R services organized, include how many agencies, if there is a statewide network and if the system is coordinated?

Ohio partners with 9 Child Care Resource and Referral (CCR&R) agencies to serve the 12 regions of Ohio. The Ohio Child Care Resource and Referral Association (OCCRRA) coordinates and ensures consistency among the seven CCR&R agencies. The OCCRRA Board of Directors includes one agency member per each existing CCR&R member agency.

## 1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children'including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)'through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(l)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

### **1.8.1 Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body:**

Ohio consulted with the Ohio Emergency Management Agency and the Ohio Department of Education (ODE) in developing the disaster plan to assure that our plan also met their needs. Additionally, representatives from agencies who participate on the Early Childhood Advisory Council, from the Ohio Department of Health, ODE and local resource and referral agencies, participate in reviewing the rules including those implementing the disaster plan.



**1.8.2 Describe how the Statewide Disaster Plan includes the Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster:**

The Ohio Department of Job and Family Services (ODJFS) has a departmental continuation of operations plan that includes child care. Sections of this plan include:

- continuation of the customer service phone line used by providers (includes general questions and complaint reports)
- monitoring of the policy email box used by the public
- continuation of technical assistance and training for the county agencies (who determine eligibility and monitor family child care homes)
- determination of the need for short term policy changes to keep child care programs open to serve children
- monitoring of licensed programs
- processing of enforcement action against a program
- continuation of license issuance including review and approval of background checks
- continuation of automated systems in place that support all policy, staff completing the work and providers and caretakers using the systems.

Additionally, current licensing rules include a high-level requirement for disaster plans that include weather emergencies and natural disasters, lockdown and evacuation, outbreaks or epidemics, loss of power, heat or water and other threatening situations. The Ohio Department of Education currently requires all licensed programs to develop and adopt a comprehensive emergency management plan. The ODE plan requirements were developed in partnership with Ohio Homeland Security.

**1.8.3 Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services:**

The Ohio Department of Job and Family Services (ODJFS) has a department-wide plan for

the continuation of all the programs administered by the department, including the publicly funded child care program. The plan includes contingency plans for staffing and system maintenance to ensure that benefits are processed and payments are made. In addition, child care has more detailed plans for the continuation of the licensing of programs. New rules were implemented in December 2016 which will allow programs to temporarily move into new space in the event of an emergency or disaster.

#### Ohio Child Care Emergency Preparedness Response and Recovery Plan

A. In the event that a state of emergency has been declared by the Governor, or higher, the following procedures will be followed:

ODJFS Office of Family Assistance will:

- 1) Refer to the ODJFS Disaster Plan.
- 2) Coordinate services in conjunction with other state agencies.
- 3) Issue a procedure letter or technical assistance letter implementing the necessary emergency procedures.
  - a. Allow child care programs to relocate for a defined period of time without having to meet the relocation requirements.
  - b. Allow child care staff records to be transient.
  - c. Allow programs to operate without working utilities if appropriate temperatures can safely be maintained and safe water can be provided.
  - d. Allow other rule waivers/changes determined necessary based on specific type of emergency.
- 4) Draft emergency procedures for the continuation of publicly funded child care.
- 5) Update the ODJFS website with pertinent information.
- 6) Utilize the "robo-call" feature as appropriate.
- 7) Maintain a hard copy disaster binder to be located in the Deputy Director's office.
  - a. Sample executive orders and procedure letters are to be maintained.
  - b. List of licensed child care programs to be updated and added to the binder on a monthly basis.

B. For localized emergencies or disasters such as flooding or long term power outages, area specific emergency procedures will be issued.

C. When a disaster occurs and families become dislocated and move to Ohio, emergency procedures will be issued to support these families in need of publicly funded child care.

D. Child care programs are required to maintain written emergency plans for their programs and communicate the plan with staff and families. The specific requirements for emergency plans can be found in rules 5101:2-12-16, 5101:2-13-16, 5101:2-14-04 and 5101:2-18-10 of Ohio Administrative Code.

**1.8.4 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place-evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions:**

The Ohio Department of Job and Family Services rules require that each licensed or certified provider and all other providers approved to receive CCDF funds have a disaster plan. Rules require the plan include evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Practice fire drills are required monthly, weather drills monthly from March – September and lockdown/emergency drills quarterly.

Ohio Revised Code 3313.536 requires the Administrator of each facility in the state of Ohio that provides educational services to children and is subject to regulation by the Ohio Department of Education to submit an emergency management plan. Other regulations are also in place including the requirement to conduct an annual review and exercise of the plan. The statute can be found here: <http://codes.ohio.gov/orc/3313.536> (link is external). Ohio schools submit school safety plans via a secure online SAFE portal (link is external) to help first responders in case of an emergency. State experts with Ohio Homeland Security review the safety plan information submitted and provide guidance to help schools implement best practices and improve their plans. The plans include procedures for evacuation, relocation, shelter-in-place, lockdown, communication with and reunification of families, continuity of operations, and accommodations for children with disabilities, and children with chronic medical conditions

Effective Date: 10/01/2018

**1.8.5 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers-emergency preparedness training and practice drills as required in 98.41(a)(1)(vii):**

The Ohio Department of Job and Family Services rules require that each licensed or certified provider and all other providers approved to receive CCDF funds have training and practice drills.

Ohio Revised Code 3313.536 requires the Administrator of each facility in the state of Ohio that provides educational services to children and is subject to regulation by the Ohio Department of Education to submit an emergency management plan. Additionally, the statute requires schools to review their plans each year and conduct emergency training drills so students and teachers can practice what to do in the case of a real emergency.

Effective Date: 10/01/2018

**1.8.6 Provide the link to the website where the statewide child care disaster plan is available:**

The statewide child care disaster plan is not published externally. A printed copy is maintained within the Office of Family Assistance.

Effective Date: 10/01/2018

## 2 Promote Family Engagement through Outreach and Consumer Education

Lead Agencies are required to support the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs. A key purpose of the CCDBG Act is to 'promote involvement by parents and family members in the development of their children in child care settings' (658A(b)). Lead Agencies have the opportunity to consider how information can be provided to parents through the child care assistance system, partner agencies, and child care consumer education websites.

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. In this section, Lead Agencies will address how information is made available to families to assist them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children's development, including their social-emotional development, is shared.

In this section, Lead Agencies will delineate the consumer and provider education information related to child care, as well as other services, including developmental screenings, that is made available to parents, providers, and the general public and the ways that it is made available. This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency and the manner in which it links to the national website and hotline. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

### 2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities

The Lead Agency is required to describe how it provides outreach and services to eligible families with limited English proficiency and persons with disabilities and to facilitate the participation of child care providers with limited English proficiency and disabilities in the CCDF

program (98.16(dd)). Lead Agencies are required to develop policies and procedures to clearly communicate program information, such as requirements, consumer education information, and eligibility information, to families and child care providers of all backgrounds (81 FR 67456).

**2.1.1 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families for whom English is not their first language. Check all that apply.**

Effective Date: 10/01/2018

- Application in other languages (application document, brochures, provider notices)
- Informational materials in non-English languages
- Website in non-English languages
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Bilingual outreach workers
- Partnerships with community-based organizations
- Other.

Describe:

**2.1.2 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families with a person(s) with a disability. Check all that apply.**

Effective Date: 10/01/2018

- Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities
- Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- Caseworkers with specialized training/experience in working with individuals with disabilities
- Ensuring accessibility of environments and activities for all children
- Partnerships with state and local programs and associations focused on disability-related topics and issues
- Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA)

federally funded Parent Training and Information Centers

- Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies
- Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- Other.

Describe:

Ohio has created a comprehensive document targeted to families that includes contact information for child care assistance, Medicaid, health screenings, early intervention services, developmental delays and disabilities, Help Me Grow, mental health and nutrition resources. This document is a tool to be used by child care providers, when the need for support services are suspected, to give to families to assist them in connecting with the assistance they may need for their child.

To assist providers in serving children and ensuring access to child care programs, when a child is identified with special needs, additional payment can be made to the provider. The additional payment applies when the child does not function according to age appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral development, or the child has chronic health issues, and the child's delays/conditions affect development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner. Children with special needs get a 5% enhancement on top of the base rate. If a program needs to make adjustments to its service delivery model to serve a child with special needs (ie. add an extra staff member in the room, decrease group size in the room, etc.), the program can submit documentation to request a 100% enhancement to its base rate for services provided to that child.

## 2.2 Parental Complaint Process

The Lead Agency must certify that the state/territory maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request (658E(c)(2)(C); 98.15(b)(3)). Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care

providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request (98.16; 98.32).

**2.2.1 Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process:**

Parents or other individuals may submit a complaint regarding rule violations to the Ohio Department of Job and Family Services(ODJFS) help desk by calling 1-877-302-2347, Option 4, or via email at [childcarepolicy@jfs.ohio.gov](mailto:childcarepolicy@jfs.ohio.gov). The telephone number and email address are included on the ODJFS website at <http://jfs.ohio.gov/cdc/docs/ChildCareinOhioResourceGuide.pdf>. Inspection reports made available on the ODJFS website include static text with instructions on filing a complaint, including the phone number for the help desk. Finally, the license face, required to be posted at the program location, includes similar instructions and the phone number. The Ohio Department of Education(ODE) program license includes the number to call 877-644-6338 to submit a complaint. In addition, it is an ODE rule requirement for programs to include procedures for how to submit a complaint or obtain a copy of an inspection report in their parent handbook. Any individual can e-mail serious risk observations by accessing the [form](#) on the ODE program licensing website

Effective Date: 10/01/2018

**2.2.2 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring:**

Upon receipt of a complaint allegation for CCDF providers, the help desk screens the information to determine if the complaint is a rule related allegation. If the complaint is not a rule allegation, the help desk informs the caller that the allegations will not be investigated by ODJFS and if appropriate, refers the caller to the appropriate agency to investigate the complaint. If the complaint is considered a rule violation, the help desk obtains detailed information from the caller to include the child care program, details of the alleged violation,



and complainant information. A complainant may remain anonymous. Once the information is received, the complaint is forwarded to the appropriate licensing specialist who begins an investigation. The licensing specialist conducts an unannounced onsite investigation inspection. During the investigation, the licensing specialist may interview appropriate parties, conduct observations, review records, and collaborate with any other outside agencies who regulate the program. At the conclusion of the investigation, the licensing specialist makes one of three final dispositions. The disposition may be unsubstantiated, in which there was clear evidence the violation did not occur; substantiated, in which there was clear evidence the violation did occur, or unable to determine, which means there was no clear evidence to determine that the violations occurred or did not occur. The child care program receives a copy of the final inspection investigation report.

Effective Date: 10/01/2018

**2.2.3 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints for non-CCDF providers, including whether the process includes monitoring:**

Upon receipt of a complaint allegation for non-CCDF providers, the help desk screens the information to determine if the complaint is a rule related allegation. If the complaint is not a rule allegation, the help desk informs the caller that the allegations will not be investigated by ODJFS and if appropriate, refers the caller to the appropriate agency to investigate the complaint. If the complaint is considered a rule violation, the help desk obtains detailed information from the caller to include the child care program, details of the alleged violation, and complainant information. A complainant may remain anonymous. Once the information is received, the complaint is forwarded to the appropriate licensing specialist who begins an investigation. The licensing specialist conducts an unannounced onsite investigation inspection. During the investigation, the licensing specialist may interview appropriate parties, conduct observations, review records, and collaborate with any other outside agencies who regulate the program. At the conclusion of the investigation, the licensing specialist makes one of three final dispositions. The disposition may be unsubstantiated, in which there was clear evidence the violation did not occur; substantiated, in which there was clear evidence the violation did occur, or unable to determine, which means there was no

clear evidence to determine that the violations occurred or did not occur. The child care program receives a copy of the final inspection investigation report.

Effective Date: 10/01/2018

**2.2.4 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints:**

Complaints that include rule violations are maintained for a period of five years from the date of the complaint inspection report in the Ohio Child Licensing and Quality System.

Effective Date: 10/01/2018

**2.2.5 Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3:**

Any individual may receive a copy of any complaint by following the public records request procedure for the agency. The program inspection reports for any substantiated complaints are posted on the public Search for Early Care and Education website <http://childcaresearch.ohio.gov/>.

Effective Date: 10/01/2018

**2.2.6 Provide the citation to the Lead Agency's policy and process related to parental complaints:**

5101:2-12-03 & 5101:2-12-07 Appendix C; 5101:2-13-03 & 5101:2-13-07 Appendix D;

5101:2-14-07; 5101:2-18-04 & 5101:2-18-05 Appendix B. Rules can be found here  
<http://emanuals.jfs.ohio.gov/ChildCare/>

Effective Date: 10/01/2018

## 2.3 Consumer Education Website

States and Territories are required to provide information to parents, the general public, and when applicable, child care providers through a State website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The website must include information to assist families in understanding the policies and procedures for licensing child care providers. The website information must also include provider-specific information, monitoring and inspection reports for the provider, the quality of each provider (if such information is available for the provider), and the availability of the provider (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To assist families with any additional questions, the website should provide contact information for local child care resource and referral organizations and any other agencies that can assist families in better understanding the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the link in 2.3.11. If the Lead Agency has not fully implemented the Consumer Education website elements identified in Section 2.3, then respond to question 2.3.12. Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved will require a CCDF Plan amendment.

### **2.3.1 Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible:**

The website provides for multiple ways to search for providers, defines terms such as exempt care and corrective action plans, presents the results of monitoring inspections in plain language, provides frequently asked questions, differentiates between violations based on risk to children, and is easy to locate and navigate. The Ohio Department of Job and

Family Services (ODJFS) reviewed the website and made changes to the front page to require fewer clicks. For example, the three main sections of “Families, Providers and Resources” previously were pictures and did not permit access to a sub-page directly from the front page. The sections now have live links that link directly to the sub-pages. Website pages were also cleaned up by removing old/inactive links and updating verbiage on pages to reflect current requirements and rules.

Effective Date: 10/01/2018

**2.3.2 Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)):**

A language translation line phone number was added to the front page of the website <http://jfs.ohio.gov/CDC/index.stm>. Some caretaker and provider information for the automated time attendance and payment system are available in spanish.

Effective Date: 10/01/2018

**2.3.3 Describe how the website ensures the widest possible access to services for persons with disabilities:**

Trainings posted on the website are web-based trainings which allow individuals to hear the presentation or read the transcript of the training in the “notes” section of all trainings. If an individual needs help accessing or viewing a document, he/she can contact our help desk

Effective Date: 10/01/2018

### 2.3.4 Lead Agency processes related to child care.

A required component of the consumer education website is a description of Lead Agency policies and procedures relating to child care (98.33(a) (1)). This information includes a description of how the state/territory licenses child care, a rationale for exempting providers from licensing requirements, the procedure for conducting monitoring and inspections of providers, and the policies and procedures related to criminal background checks.

Effective Date: 08/25/2020

a) Provide the link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in section 5.3.6:

Information on how to become a licensed provider is located here

<http://jfs.ohio.gov/cdc/openingachildcareprogram.stm> The licensure requirements and exemptions of the Ohio Department of Job and Family Services are outlined in Ohio Revised Code (ORC) sections 5104.02 and 5104.021. These requirements can be found here: <http://codes.ohio.gov/orc/5104.02> and <http://codes.ohio.gov/orc/5104.021>.

UPDATE May 2020 - Information on how to become a temporary pandemic child care program is located here: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>. This provider type will cease operation when the Executive Order is rescinded

UPDATE September 2020 - Information on how to become a temporary pandemic school-age child care center is located here: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>. This provider type will cease operation when the Governor rescinds the state of emergency or June 30, 2021, whichever occurs first.

b) Provide the link to the procedure for conducting monitoring and inspections of child care providers, as described in section 5.3.2:

The rules and procedures governing monitoring and conducting inspections of child care providers can be found here:

Child Care Centers: <http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/> and <http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCCMPL/CCCMPL-11.stm>

Family Child Care: <http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/> and <http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-4.stm>  
In-Home Aids: <http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/>  
Day Camps: <http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/Rules/>

ODE Preschool: <https://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/PreschoolProgramRules.pdf.aspx>

ODE SACC: <https://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing-and-School-Age-Child-Care-Lice/SACC-Licensing-Rules.pdf.aspx>

c) Provide the link to the policies and procedures related to criminal background checks for staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in sections 5.4.1 and 5.4.11:

All background check requirements, including offenses that prevent individuals from being employed by a child care provider, can be found on the background check process webpage [http://jfs.ohio.gov/cdc/Background\\_Check\\_Process.stm](http://jfs.ohio.gov/cdc/Background_Check_Process.stm) . The prohibitive offenses list is also listed on our family webpage as well <http://jfs.ohio.gov/cdc/families.stm> . Ohio Administrative Code (OAC) rule requirements for background checks are found in rules 5101:2-12-09 (centers), 5101:2-13-09 (family child care), 5101:2-14-03 (in-home aides), 5101:2-18-07 (day camps) and 5101:2-16-43 (Ohio Department of Education Programs) on the rules and forms section of our webpage as well [http://jfs.ohio.gov/cdc/rules\\_forms.stm](http://jfs.ohio.gov/cdc/rules_forms.stm) .

### **2.3.5 List of providers**

The consumer education website must include a list of all licensed providers and, at the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt. Providers caring for children to whom they are related do not need to be included. The list of providers must be searchable by ZIP Code.

Effective Date: 03/18/2020

a) Provide the website link to the searchable list of child care providers:

<http://childcaresearch.ohio.gov/>

UPDATE May 2020 - The pandemic child care programs can be found here:

<http://jfs.ohio.gov/cdc/CoronavirusAndChildcareForFamilies/> The searchable list includes program name, address, city, county, zip code, phone number, ages served, days of operation. A geo-mapping option is also available. This provider type will cease operation when the Executive Order is rescinded.

b) In addition to the licensed providers that are required to be included in your searchable list, which additional providers are included in the Lead Agency's searchable list of child care providers (please check all that apply):

- License-exempt center-based CCDF providers
- License-exempt family child care (FCC) CCDF providers
- License-exempt non-CCDF providers
- Relative CCDF child care providers
- Other.

Describe

Certified In-Home Aids, Approved Day Camps

c) Identify what informational elements, if any, are available in the searchable results.

Note: Quality information (if available) and monitoring results are required on the website but are not required to be a part of the search results.

#### Licensed Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

The search also includes whether or not the provider has an agreement to provide publicly funded child care (this is verified by the state). The provider has ability to report program specific information, that is not verified by the state, to be displayed on the web site including: meals, before/after school, evening care, transportation, overnight care, field trips, Early Childhood Education Grant, Head Start, private Kindergarten, liability insurance, hours of operation and accreditations.

License-Exempt, non-CCDF Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

License-Exempt CCDF Center Based Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:



License-Exempt CCDF Family Child Care

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Relative CCDF Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Other.

Describe:

Approved Day Camps and Certified In Home Aids

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training

- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Approved Day Camps have the ability to report program specific information, that is not verified by the state, to be displayed on the web site including: meals, before/after school, evening care, transportation, overnight care, field trips, Early Childhood Education Grant, Head Start, private Kindergarten, liability insurance, hours of operation and accreditations.

Monitoring reports are posted only for Approved Day Camps.

**2.3.6 Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality information must only be posted on the consumer website if it is available for the individual provider.**

Effective Date: 10/01/2018

a) How does the Lead Agency determine quality ratings or other quality information to include on the website?

- Quality rating and improvement system
- National accreditation
- Enhanced licensing system
- Meeting Head Start/Early Head Start requirements
- Meeting prekindergarten quality requirements
- School-age standards, where applicable
- Other.

Describe

b) For what types of providers are quality ratings or other indicators of quality available?

Licensed CCDF providers.

Describe the quality information:

Step Up To Quality, 1-5 Stars

Licensed non-CCDF providers.

Describe the quality information:

Step Up To Quality, 1-5 Stars

License-exempt center-based CCDF providers.

Describe the quality information:

License-exempt FCC CCDF providers.

Describe the quality information:

License-exempt non-CCDF providers.

Describe the quality information:

Relative child care providers.

Describe the quality information:

Other.

Describe

**2.3.7 Lead Agencies are required to post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services on the consumer education website. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety**

requirements and child care policies. The reports must be in plain language and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports when available, going forward (not retrospectively), beginning October 1, 2018.

Certify by responding to the questions below:

Effective Date: 10/01/2018

a) What is the Lead Agency's definition of plain language and describe the process for receiving feedback from parents and the public about readability of reports.

Rule citations are documented in inspection reports that are available in reader friendly plain language on the shared Ohio Department of Education and Ohio Department of Job and Family Services website found at <http://childcaresearch.ohio.gov/> To view an inspection the user must search for a program, click the name of the program, and select view current inspections. Each inspection report has standard language that explains the sections of the report. The report includes information on the program, a brief explanation of the rule, details on the violation and the corrective action that must be taken by the program. Additionally, the website defines the corrective action statuses for rule violations that are noted in the inspection report. The Child Care Advisory Council provides a public forum for feedback from parents and the public on the readability of the reports.

b) Are monitoring and inspection reports in plain language?

If yes,

include a website link to a sample monitoring report.

Inspection reports can be found embedded within each programs information. The general URL to begin the drill down is this <http://childcaresearch.ohio.gov/> To view an inspection the user must search for a program, click the name of the program, and select view current inspections. Here is a link to an inspection report.

[http://childcaresearch.ohio.gov/pdf/000000502198\\_2018-03-19\\_ANNUAL.pdf](http://childcaresearch.ohio.gov/pdf/000000502198_2018-03-19_ANNUAL.pdf)

If no,

describe how plain language summaries are used to meet the regulatory requirements and include a link to a sample summary.

c) Check to certify what the monitoring and inspection reports and/or their plain language summaries include:

- Date of inspection
- Health and safety violations, including those violations that resulted in fatalities or serious injuries.

Describe how these health and safety violations are prominently displayed.

Health and safety violations, including fatalities or serious injuries, that resulted due to negligence of the program, are documented as rule citations in inspection reports, which are written in reader friendly plain language and are posted on the shared Ohio Department of Education and Ohio Department of Job and Family Services website, <http://childcaresearch.ohio.gov/>

- Corrective action plans taken by the State and/or child care provider.

Describe

The provider submits a corrective action plan for each non-compliance which is reviewed by the specialist and a status logged in the system. Statuses are displayed on the website. The "Inspection Corrective Action Status" identifies the status of corrective action taken for the entire inspection. The "Compliance Status" is specific to each rule violation.

d) The process for correcting inaccuracies in reports.

If an error is found in a report, the correction is made and a revised copy is sent to the program and posted.

e) The process for providers to appeal the findings in reports, including the time requirements, timeframes for filing the appeal, for the investigation, and for removal of any violations from the website determined on appeal to be unfounded.

For programs regulated by the Ohio Department of Education, the program can appeal the finding by stating the objection in their corrective action plan that is requested for non-compliance issues. Request for appeals are expected within the 30 day deadline for submitting corrective action. If a violation is removed from the program licensing system,

a revised inspection is created and sent and the public website is updated overnight.

For programs regulated by the Ohio Department of Job and Family Services, if a provider disagrees with a finding in the report, they often discuss this item with the licensing specialist at the time of the inspection. If agreement cannot be reached at this time, the provider may contact the licensing supervisor for further assistance. Providers have the right to appeal any licensing finding within seven business days from the receipt of the inspection report is outlined in OAC 5101:2-12-03 for child care centers, 5101:2-13-03 for family child care providers, 5101:2-14-04 for in-home aides and 5101:2-18-04 for approved day camps. If a violation is removed from the inspection report, a revised inspection is created and sent and the public website is updated overnight.

f) How reports are posted in a timely manner. Specifically, provide the Lead Agency's definition of 'timely' and describe how it ensures that reports are posted within its timeframe. Note: While Lead Agencies define 'timely,' we recommend Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken

Once a report is completed by the licensing staff an overnight batch is run and the report is available to view the next day on the consumer website.

g) Describe the process for maintaining monitoring reports on the website. Specifically, provide the minimum number of years reports are posted and the policy for removing reports (98.33(a)(4)(iv)).

Once the licensing staff complete a report, the system uploads the report to the consumer website the following day. Currently the last three years of reports are posted. Reports fall off after the 3 years look back date.

h) Any additional providers on which the Lead Agency chooses to include reports. Note - Licensed providers and CCDF providers must have monitoring and inspection reports posted on their consumer education website.

- License-exempt non-CCDF providers
- Relative child care providers
- Other.

## Describe

**2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted on the consumer education website. This aggregate information on serious injuries and deaths must be organized by category of care (e.g., center, FCC, etc.) and licensing status for all eligible CCDF provider categories in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. The aggregate report should not list individual provider-specific information or names.**

Certify by providing:

Effective Date: 02/06/2019

a) The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead Agency obtains the aggregate data from the entity.

Ohio Department of Job and Family Services regulated providers must report any serious incident, injury or death of a child through the Ohio Child Licensing and Quality System (OCLQS) within 24 hours of the incident. Programs regulated by the Ohio Department of Education (ODE) must report the information to a designated email box within 24 hours of the occurrence. ODE manually enters information into the OCLQS system. OCLQS is a database shared by the departments and is able to generate reports regarding the information submitted.

b) The definition of "substantiated child abuse" used by the Lead Agency for this requirement.

The lead agency defines "substantiated child abuse" as a finding that is substantiated by the local public children's service agency (PCSA).

c) The definition of "serious injury" used by the Lead Agency for this requirement.

Serious incident is defined in OAC 5101:2-12-16, 5101:2-13-16, 5101:2-14-05, 5101:2-18-10 as:

1. Death of child at a program

2. A child receives a bump or blow to the head that requires first aid or medical attention
3. An incident, injury, or illness requires a child to be removed by the parent or emergency services from the center for medical treatment, professional consultation or transportation for emergency treatment.
4. An unusual or unexpected incident which jeopardizes the safety of a child or employee of a center.
5. An incident defined as a serious risk noncompliance in Appendix A to rule 5101:2-12-03 or 5101:2-13-03 of the OAC.

d) [The website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.](#)

The information has been included in the Ohio Department of Job and Family Services licensing annual report since SFY 2016. In SFY 2015, an additional item called CCDBG Annual Licensing Report Additional Information was added to the website to include CCDBG required information that was not included in the annual report that year. For reports prior to SFY2018, serious Incident / Injury within a child care setting or family child care provider and child death were located in the incident/Injury section. The agency also reported on cases of substantiated child abuse and neglect under the Complaints subset. The information within the annual report prior to SFY 2018 includes Child Care Center, Type A and B Family Child Care Providers, none of which are license exempt. The documentation may be found at <http://jfs.ohio.gov/cdc/BCCD.stm> . For 2017, the required information for serious injury and death is on page 24 and page 19 for child abuse of the report found here <http://jfs.ohio.gov/cdc/docs/2017CCCLicensingAnnualReport.stm> . The report for SFY2018 includes aggregate data on all licensed and license exempt programs on page 13, and can be found here <http://jfs.ohio.gov/cdc/docs/2018AnnualCCCLicensingReport.stm> .

For programs licensed by the Ohio Department of Education, the aggregate number of serious injuries, deaths and substantiated instances of child abuse can be found here <http://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/CCDBG-15-17-required-posting-2.pdf.aspx?lang=en-US> In the future, this information will be included in the Preschool and Schoolage Annual Report found on the preschool <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing> and school-age <http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing> websites under the "Reports" column.



**2.3.9 The consumer education website should include contact information on referrals to local child care resource and referral organizations. How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe and include a website link to this information:**

An email communication was sent to all providers on August 3, 2017 describing the role of the local Child Care Resource & Referral Agencies (CCR&R), locations and contact information. The communication is posted on our provider communications page here <http://jfs.ohio.gov/cdc/Provider-Communications.stm>.

Effective Date: 10/01/2018

**2.3.10 The consumer education website should include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website. Describe and include a website link to this information:**

Parents (and any other individual visiting the website) can click the “Contact Us” link on the left-hand side of the page (<http://jfs.ohio.gov/CDC/index.stm>). This brings up a resource document with many helpful phone numbers, including a number to the Child Care Policy Help Desk (1-877-302-2347, option 4) where they can ask any questions about the information included on the website.

Effective Date: 10/01/2018

**2.3.11 Provide the website link to the Lead Agency's consumer education website. Note: An amendment is required if this website changes.**

<http://jfs.ohio.gov/CDC/index.stm>

Effective Date: 10/01/2018

**2.3.12 Other. Identify and describe the components that are still pending per the instructions on**

CCDF Plan Response Options for Areas where Implementation is Still in Progress in the Introduction.

NA

Effective Date: 10/01/2018

**2.4 Additional Consumer and Provider Education**

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)).

In questions 2.4.1 through 2.4.5, certify by describing:

**2.4.1 How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as state preK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for these audiences.**

The Ohio Department of Job and Family Services (ODJFS) child care family web page (<http://jfs.ohio.gov/cdc/families.stm>) has links to a number of sites with this information, including types of care in Ohio and how to apply for publicly funded child care. It also has a Resource Guide for families which lists services available in Ohio. This includes programs for medical assessments, early childhood programs, mental health services, etc. The link to the family web page is also listed on the application to apply for publicly funded child care benefits. Additionally, the application for child care benefits includes information on “How to Choose Child Care” which includes the URL for the child care search. This application is also available on line.

Effective Date: 10/01/2018

#### **2.4.2 The partnerships formed to make information about the availability of child care services available to families.**

The Ohio Department of Job and Family Services has a shared screening tool and partial application with the Ohio Department of Education (ODE) for use for both publicly funded child care and ODE's Early Care and Education program. The county department of job and family services agencies and child care resource and referral agencies also work directly with families to provide them information on available child care programs.

Effective Date: 10/01/2018

#### **2.4.3 How the Lead Agency provides the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers. In the description include, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners who assist in providing this information.**

Effective Date: 10/01/2018

☑ **Temporary Assistance for Needy Families program:**

A link on the family section of the child care webpage reads: Interested in learning more information about or applying for other benefits such as Ohio Works First (OWF), Supplemental Nutrition Assistance Program (SNAP), Medicaid, Refugee Services, and many more, click here. The link goes to the <http://jfs.ohio.gov/ofam/index.stm> page where an individual can apply online for TANF (and other programs) and offers links to fact sheets for TANF (OWF, Ohio Works First).

☑ **Head Start and Early Head Start programs:**

A document titled Ohio Child Care Resources for Families is located at the bottom of the families page of the child care webpage <http://jfs.ohio.gov/cdc/families.stm>. The link takes you to a document <http://jfs.ohio.gov/cdc/docs/2016OhioChildCareResources.stm> listing many helpful links and organizations for families. The Ohio Head Start and Early Childhood Learning & Knowledge Center is located on this document and takes you to the U.S. Department of Health and Human Services Head Start page. From here an individual can explore Head Start and find a Head Start program near them. The link to the family web page is also listed on the application for publicly funded child care benefits.

☑ **Low Income Home Energy Assistance Program (LIHEAP):**

A link was on the family section of the child care webpage reads: For more information or to apply for the Home Energy Assistance Program (HEAP), please click here. The link goes to the [https://development.ohio.gov/is/is\\_heap.htm](https://development.ohio.gov/is/is_heap.htm) page housed by the Ohio Department of Development. An individual can see if he/she is eligible for HEAP and submit an application.

☑ **Supplemental Nutrition Assistance Programs (SNAP) Program:**

A link on the family section of the child care webpage reads: Interested in learning more information about or applying for other benefits such as Ohio Works First (OWF), Supplemental Nutrition Assistance Program (SNAP), Medicaid, Refugee Services, and many more, click here. The link goes to the <http://jfs.ohio.gov/ofam/index.stm> page where an individual can apply online for SNAP (and other programs) and offers links to fact sheets for SNAP.

**Women, Infants, and Children Program (WIC) program:**

A link on the family section of the child care webpage reads: For more information or to apply for the Women, Infants and Children (WIC) program, please click here. The link goes to the <http://www.odh.ohio.gov/odhPrograms/ns/wicn/wic1.aspx> webpage housed by the Ohio Department of Health where an individual can read about WIC and also obtain an application.

**Child and Adult Care Food Program(CACFP):**

A paragraph describing the Child and Adult Care Food Program (CACFP) is on the provider section of the child care webpage <http://jfs.ohio.gov/cdc/providers.stm>. It reads: Child and Adult Care Food Program (CACFP)-CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons. The description links to the USDA webpage for CACFP. Also, the JFS 01224 "Child Care Resource Guide" offers nutrition information. This form is linked on the family and provider web pages under "Child Care Resources Guide for Eligible Services" <http://jfs.ohio.gov/cdc/families.stm>. This is also accessible through forms central. Forms central can be found by clicking the "Child Care Rules and Forms" link on the left hand side of the child care front page <http://jfs.ohio.gov/CDC/index.stm>. The link to the family web page is also listed on the application for publicly funded child care benefits.

**Medicaid and Children's Health Insurance Program (CHIP):**

A link to the Medicaid Children's Health Insurance Program (CHIP) is on the family section of the child care webpage <http://jfs.ohio.gov/cdc/families.stm> and the provider page of the child care website <http://jfs.ohio.gov/cdc/providers.stm>. The link goes to the Medicaid page where the CHIP program and eligibility is described. <https://www.medicaid.gov/chip/index.html>. Also, the JFS 01224 "Resource Guide" offers nutrition information related to medical services. This form is linked on the family and provider web pages under "Child Care Resources Guide for Eligible Services" <http://jfs.ohio.gov/cdc/families.stm>. This is also accessible through forms central. Forms central can be found by clicking the "Child Care Rules and Forms" link on the

left hand side of the child care front page. <http://jfs.ohio.gov/CDC/index.stm>. The link to the family web page is also listed on the application for publicly funded child care benefits.

**Programs carried out under IDEA Part B, Section 619 and Part C:**

A paragraph describing Individuals with Disabilities Education Act (IDEA) is on the family section of the child care webpage. It reads as follows: The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities. For more information, click here. It is linked to <https://idea.ed.gov/>, the US Department of Education website <https://idea.ed.gov/>. Also, the JFS 01224 "Resource Guide" offers information on these programs. This form is linked on the family and provider web pages under "Child Care Resources Guide for Eligible Services" <http://jfs.ohio.gov/cdc/families.stm>. This is also accessible through forms central. Forms central can be found by clicking the "Child Care Rules and Forms" link on the left hand side of the child care front page. <http://jfs.ohio.gov/CDC/index.stm>. The link to the family web page is also listed on the application for publicly funded child care benefits.

**2.4.4 Describe how the Lead Agency makes available to parents, providers, and the general public information on research and best practices concerning children's development, including physical health and development, particularly healthy eating and physical activity. Information about successful parent and family engagement should also be shared. At a minimum, include what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners in providing this information.**

A number of child development and behavior health resources links are placed on the family section of the child care webpage <http://jfs.ohio.gov/cdc/families.stm>. These are also on the provider section of the child care webpage <http://jfs.ohio.gov/cdc/providers.stm>. Both of these pages are accessible to the general public.

These include:

Ohio Early Intervention

RedTreeHouse.Org  
The Ohio Department of Health (ODH)- Help Me Grow Program  
Ohio's Early Learning and Development Standards (ELDS)  
Ohio's Early Childhood Core Knowledge & Competencies  
Center for Disease Control  
Ohio Department of Mental Health and Addiction Services  
CHIP Children's Health Insurance Program  
Early Childhood Mental Health (including expulsion prevention)  
Reducing Suspension and Expulsion Practices in Early Childhood Settings  
Ohio Healthy Programs

The following information is on the family section of the child care webpage: For information regarding healthy eating habits and physical activity, please click here. The link takes you to Healthy Ohio through the Ohio Department of Health webpage.

The JFS 01224 "Resource Guide" offers nutrition information related to help me grow, early childhood education, family engagement and mental health information, SNAP, WIC and CACFP. This form is linked on the family and provider web pages under "Child Care Resources Guide for Eligible Services" <http://jfs.ohio.gov/cdc/families.stm>. This is also accessible through forms central. Forms central can be found by clicking the "Child Care Rules and Forms" link on the left hand side of the child care front page.  
<http://jfs.ohio.gov/CDC/index.stm>

Ohio has recently launched the BOLD Beginning! Website. This website was developed as a one stop shop for parents and providers to access all early childhood resources offered through seven state agencies. The parent page includes information on milestones, disabilities, healthy beginnings, emotional wellness, child care and education, newborn screenings, pregnancy, education and employment for parent, and family and community resources.

Effective Date: 10/01/2018

**2.4.5 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and early childhood mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age, are shared with families, providers, and the general public. At a minimum, include what information is provided, how the information is provided, and how information is tailored to a variety of audiences and include any partners in providing this information.**

The JFS 01224 “Child Care Resource Guide” offers information on programs that assist families and providers in locating community resources specific to early childhood mental health and social-emotional and behavioral issues. This form is linked on the family and provider web pages under “Child Care Resources Guide for Eligible Services” <http://jfs.ohio.gov/cdc/families.stm>. This is also accessible through forms central. Forms central can be found by clicking the “Child Care Rules and Forms” link on the left-hand side of the child care front page. <http://jfs.ohio.gov/CDC/index.stm>. This link is included on the publicly funded child care initial eligibility application and application for redetermination of benefits and has been emailed to providers to share with families.

The family page of the website includes links to child development and behavioral health resources for children of all ages. Additionally, the BOLD Beginning website includes a family page that provides information for families for pregnancy through 3rd grade and includes a family and community page <https://boldbeginning.org/>. Topics include developmental milestones, delays and disabilities, healthy beginnings, emotional wellness, education and child care.

Effective Date: 10/01/2018

**2.4.6 Describe the Lead Agency's policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public.**



Ohio Department of Job and Family Services (ODJFS) licensing rules require that all providers have a policy for expulsion and suspension of children. Additionally, all behavior management plans must be created in consultation with the child's parents and are intended to be a plan on how the program will manage the child's behavior to avoid expulsion. Information about expulsion prevention and links to the ODJFS licensing rules are available on the public website. <http://jfs.ohio.gov/cdc/index.stm>

Effective Date: 10/01/2018

## 2.5 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings, including information on resources and services that the State can deploy, such as the use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C, in conducting those developmental screenings and in providing referrals to services for children who receive subsidies. Lead Agencies must also include a description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays (658E(c)(2)(E)(ii)). Lead Agencies are required to provide this information to eligible families during CCDF intake and to child care providers through training and education (98.33(c)).

### **2.5.1 Certify by describing:**

Effective Date: 10/01/2018

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)).

A number of child development and behavior health resources links are placed on the family section of the child care webpage <http://jfs.ohio.gov/cdc/families.stm> These are also on the provider section of the child care webpage

<http://jfs.ohio.gov/cdc/providers.stm> Both of these pages are accessible to the general public. These include:

Ohio Early Intervention

RedTreeHouse.Org

The Ohio Department of Health (ODH)- Help Me Grow Program

Ohio's Early Learning and Development Standards (ELDS)

Ohio's Early Childhood Core Knowledge & Competencies

Center for Disease Control

Ohio Department of Mental Health and Addiction Services

CHIP Children's Health Insurance Program

Early Childhood Mental Health (including expulsion prevention)

Reducing Suspension and Expulsion Practices in Early Childhood Settings

The following paragraph is included on the applications for initial and ongoing eligibility for publicly funded child care: To learn more about Medicaid health screenings and early intervention services for your child, please visit the Ohio Department of Job and Family Services child care website at <http://jfs.ohio.gov/CDC/childcare.stm> and click on "Families." Every licensed child care provider is required to give families a one-page document that includes the following language: For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit

<http://jfs.ohio.gov/cdc/families.stm>

b) [The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program - carried out under Title XIX of the Social Security Act \(42 U.S.C. 1396 et seq.\) - and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act \(20 U.S.C. 1419, 1431 et seq.\).](#)

A paragraph describing the Early and Periodic Screening, Diagnosis and Treatment program is on the family section of the child care webpage

<http://jfs.ohio.gov/cdc/families.stm>. It reads as follows: Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by

Medicaid. For more information about Healthchek please click [here](#). The link goes to the Ohio Department of Medicaid page regarding Healthchek Services for children younger than 21 years of age.

A paragraph describing the Individuals with Disabilities Education Act (IDEA) is on the family section of the child care webpage <http://jfs.ohio.gov/cdc/families.stm>. It reads as follows: The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities. For more information, click [here](#). It is linked to <https://idea.ed.gov/>, the US Department of Education website <https://idea.ed.gov/>.

This information is also included on an appendix in licensing rules which all providers are required to provide to all parents enrolled in the program.

<http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-12-07APXC.pdf> and

<http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-13-07APXD.PDF>

c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways it is provided, and any partners in this work.

The following paragraph is included on the applications for initial and ongoing eligibility for publicly funded child care: To learn more about Medicaid health screenings and early intervention services for your child, please visit the Ohio Department of Job and Family Services child care website at <http://jfs.ohio.gov/CDC/childcare.stm> and click on "Families." Every licensed child care provider is required to give families a one-page document that includes the following language: For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit

<http://jfs.ohio.gov/cdc/families.stm>

d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays.

The available resources provide contact information on programs/services available. The

information is available on the public facing website and providers can share specific information with identified families as needed.

e) How child care providers receive this information through training and professional development.

This information is included in the mandated pre-licensing orientation for providers and the mandated orientation for child care staff members.

f) Provide the citation for this policy and procedure related to providing information on developmental screenings.

<http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-12-07APXC.pdf> and

<http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-13-07APXD.PDF>

## 2.6 Consumer Statement for Parents Receiving CCDF Funds

Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically (such as referral to a consumer education website) that contains specific information about the child care provider they select. This information about the child care provider selected by the parent includes health and safety requirements met by the provider, any licensing or regulatory requirements met by the provider, the date the provider was last inspected, any history of violations of these requirements, and any voluntary quality standards met by the provider. It must also describe how CCDF subsidies are designed to promote equal access, how to submit a complaint through a hotline, and how to contact local resource and referral agencies or other community-based supports that assist parents in finding and enrolling in quality child care (98.33(d)). Please note that if the consumer statement is provided electronically, Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

### **2.6.1 Certify by describing:**

Effective Date: 10/01/2018

a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement.

This information is included on all applications for initial and ongoing eligibility

b) What is included in the statement, including when the consumer statement is provided to families.

Information includes: how to select a provider who has completed a provider agreement to serve children in publicly funded child care (which promotes equal access), how to view details and inspections for that provider (including how to contact the local resource and referral agency to get help finding a provider), how to get translation assistance if English is not their primary language, how to get information on screening and assessments and how to file a complaint against a provider. The information also details the application process and the required documentation that will allow anyone who applies and is eligible to receive care. Because Ohio has never had a wait-list, there is nothing on the application to imply that there will be any barriers for an eligible family to receive the care they need.

c) Provide a link to a sample consumer statement or a description if a link is not available.

This is included on all application options. The primary application (JFS 01138) can be found here: <http://www.odjfs.state.oh.us/forms/num/JFS%2001138/> and the consumer statement information is on the coversheet.

### 3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children and children in foster care, if served, pending the completion of documentation, are required.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local prekindergarten, and other collaborative

programs to finish the program year. This type of policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family's contribution to the child care payment.

### 3.1 Eligible Children and Families

At the time when eligibility is determined or redetermined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed \$1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)).

#### **3.1.1 Eligibility criteria based on a child's age**

Effective Date: 10/20/2019

a) The CCDF program serves children

from 0

(weeks/months/years)

through 12

years (under age 13). . Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care?(658E(c)(3)(B), 658P(3))

No

Yes,

and the upper age is 18

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity: :

Special needs" means providing child care services to a child who is under eighteen years old who does not function according to age appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral development, or the child has chronic health issues. The child's delays/conditions affect development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner.

UPDATE 12/2019: Effective 10/20/2019, the definition of "special needs" was removed and replaced with "special needs child care". This is defined as child care provided to a child who is less than 18 years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development including: social, emotional, cognitive, communicative, perceptual, motor, physical and behavioral development that may include on a regular basis such services, adaptations, modifications or adjustments needed to assist in the child's functional development.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B))

No.

Yes

and the upper age is

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

"residing with":

Ohio defines "caretaker parent" instead - "Caretaker parent" means the father or mother of a child whose presence in the home is needed as the caretaker of the child, a person who has legal custody of a child and whose presence in the home is needed as the caretaker of the child, a guardian of a child whose presence in the home is needed as the caretaker of the child, and any other person who stands in loco parentis with respect to the child and whose presence in the home is needed as the caretaker of the child

"in loco parentis":

In loco parentis" means an adult who is the caretaker of a child, including a relative, foster parent or stepparent, who is charged with the rights, duties and responsibilities of a parent and whose presence in the home is needed to perform these rights, duties and responsibilities.

### 3.1.2 Eligibility criteria based on reason for care

Effective Date: 10/20/2019

a) How does the Lead Agency define "working or attending a job training and educational program" for the purposes of CCDF eligibility at the time of determination? Provide the definitions below for:

"Working":

Paid employment on a full-time or part-time basis includes the following if verification is provided confirming the employee will return to work:

- Maternity leave.
- Leave taken in accordance to the Family and Medical Leave Act of 1993 (FMLA).
- Short term disability leave.

"Job training":

Job skills training activities shall be limited to education that is directly related to the individual's employment goal and shall be approved by an accredited institution of higher education, an institution that has a certificate issued or has authorization from the Ohio board of regents, or an institution that has a registration from the state board of school and college registration or a workforce inventory of education and training (WIET) provider who has been approved by ODJFS.

Job skills training activities may include, but are not limited to:

- (a) Classroom job skills training.
- (b) Supervised on-the-job skills training.
- (c) Refresher job skills training

Job training is defined in rule here:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>



UPDATE 12/2019: Beginning 10/20/2019, job training activities include an apprenticeship program that is approved by the Ohio State Apprenticeship Council and that is registered with Apprentice Ohio.

**"Education":**

A caretaker who is engaged in basic education activities that take place at an official practice center site or part of a limited English proficiency program where an instructor is present, may be eligible for child care.

Basic education classes are defined as follows:

- (a) High school or equivalent education.
- (b) Remedial high school education.
- (c) Adult basic and literacy education (ABLE).
- (d) Education for individuals with limited English proficiency

Post-secondary education includes the following requirements:

- Post-secondary education activities are defined as: college classes, technical classes or vocational classes that are part of a course of study leading to a degree, a certificate or a license.
- The classes shall be approved by an accredited institution of higher education, an institution that has a certificate issued or has authorization from the Ohio board of regents or an institution that has a registration from the state board of school and college registration.
- A caretaker who is engaged in post-secondary education shall not be eligible for child care if the caretaker has completed the requirements for a baccalaureate degree unless the education is necessary to meet specific requirements associated with maintaining the caretaker's employment, certification or licensure.

Education is defined in rule here

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

**"Attending job training or education" (e.g. number of hours, travel time):**

Ohio bases the number of hours for job training or education on the documentation provided by the caretaker. Child care may exceed twenty-four consecutive hours when the caretaker's hours of employment, training or education indicate such a need.

Travel time, not to exceed four hours round trip, shall be allowed.

Job training or education are defined in rule here:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

### 3.1.2 Eligibility criteria based on reason for care

b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?

No.

If no, describe the additional work requirements:

Yes.

If yes, describe the policy or procedure:

A qualifying activity is employment, training or education activities, and any requirement for cash assistance or food assistance.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

### 3.1.2 Eligibility criteria based on reason for care

c) Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job search)

No.

Yes.

If yes, describe the policy or procedure. (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

Ohio allows already eligible families who lose a qualifying activity job search for up to 13 weeks. All caretakers must have a qualifying activity at initial eligibility and redetermination of eligibility. The exception to this requirement is that homeless families can have up to 90 days of child care without a qualifying activity but must have a qualifying activity by the end of the 90 days to continue to receive publicly

funded child care.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

UPDATE 12/2019: A child's eligibility period is 12 months. Beginning 10/20/2019 homeless child care shall be authorized for ninety calendar days. At the end of the 90 days, the family must have a qualifying activity so the county agency can authorize for child care for the remainder of the eligibility period, or the family can remain identified as homeless by the county agency who will authorize child care for an additional 90 days. This allows a homeless family to receive publicly funded child care for more than one 90-day period.

### 3.1.2 Eligibility criteria based on reason for care

d) Does the Lead Agency provide child care to children in protective services?

No.

Yes. If yes:

i. Please provide the Lead Agency's definition of "protective services":

Protective child care is publicly funded child care services provided to assist in the care and protection of a child. Caretakers receiving protective child care shall be determined eligible without regard to income or assets and shall have their copayment waived pursuant to rule 5101:2-16-39 of the Administrative Code. A case plan, as required in section 2151.412 of the Revised Code shall be prepared and maintained for the child and caretaker. The case plan shall indicate a need for protective child care to permit the caretaker to complete requirements of the case plan. Protective child care may be authorized only for a child who resides in the home of the caretaker for whom the case plan is written.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

*Note:* Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are not working or are not in

education/training activities, but this provision should be included in the protective services definition above.

ii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

No

Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?

No

Yes

iv. Does the Lead Agency provide respite care to custodial parents of children in protective services?

No

Yes

**3.1.3 Eligibility criteria based on family income. Note: The question in 3.1.3 relates to initial determination. Redetermination is addressed in 3.1.7.**

Effective Date: 10/01/2020

a) How does the Lead Agency define "income" for the purposes of eligibility at the point of determination?

Income is defined in

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-34.stm>

(A) The county agency shall use gross income for the purpose of determining child care income eligibility and family copayment, including gross earned income and gross unearned income.

(B) "Gross earned income" means the total amount of gross earnings received in a month by all of the employed individuals in the family including wages legally obligated to all members of the family but which are diverted to a third party.

(C) Gross earnings include payments received before taxes and other deductions by an individual for services performed as an employee, or by an individual who is self-employed.

(1) Gross earnings received by an employee means wages, salary, back pay, bonuses and awards paid by employer, commissions, severance pay, payments from job corps, work training programs, on-the-job training programs, sick leave paid as wages, annual leave, holiday and vacation pay.

(2) State temporary disability insurance and temporary workers' compensation payments are considered gross earnings when such payments meet all of the following conditions:

(a) The payment is employer-funded.

(b) The payment is made to an individual who remains employed during recuperation from a temporary illness or injury pending return to the job.

(c) The payment is specifically characterized under state law as a temporary wage replacement.

(3) Gross self-employment earnings means the total profit from a business enterprise.

(a) The total profit from the self-employment business enterprise is determined by deducting the self-employment expenses, which are those expenses directly related to producing the goods or services, from the gross receipts, or by using a standard fifty per cent deduction from gross self-employment.

(b) Personal business and/or entertainment expenses are not allowable deductions.

(c) Individuals who are self-employed and have no countable income shall provide written verification documenting how they are meeting basic living expenses, including but not limited to, food, housing, utilities and transportation. Failure to provide sufficient documentation shall result in the denial or termination of child care benefits. This documentation shall be used in determining authorized hours in paragraph (C)(3)(d) of this rule.

(d) For approved self-employment activities, the hours applied to the publicly funded child care authorization shall be for no more hours than it would take an individual to earn the same amount of money working at the federal minimum wage. This shall be calculated by using the self-employed individual's determined or estimated monthly gross earnings divided by 4.3 weeks in a month and again by the federal hourly minimum wage. The resulting number, rounded up to the nearest whole number, is the maximum weekly hours which can be applied to the authorization for the self-employment approved activity.

(4) Individuals who are unemployed shall provide written verification documenting how they are meeting basic living expenses including but not limited to food, housing, utilities and transportation. Failure to provide sufficient documentation shall result in the denial or termination of child care benefits.

UPDATE 12/2019: Beginning 10/20/2019, persons on unpaid leave from employment must provide written verification documenting how they are meeting basic living expenses to align with the requirement for others with no reported income.

(D) Income excluded from gross earned income.

(1) The gross earnings of a minor child in the family who is a full-time student as defined by the school, unless the minor is a parent.

(2) Alimony or child support payments paid by a family member. The amount paid, up to the amount ordered, is excluded.

(3) The verified amount which is being garnished from the income.

(4) Earnings received under the Domestic Volunteer Service Act of 1973 for participation

in the "Americorp Vista" program.

(5) Federal work study income as referenced in rule [5101:4-4-13](#) of the Administrative Code.

(6) All income, including in kind benefits, excluded under the supplemental nutrition assistance program (SNAP) regulations, as set forth in rule [5101:4-4-13](#) of the Administrative Code.

(7) Any other income amounts that federal statutes or regulations require be excluded.

(8) Any income earned by a person receiving supplemental security income (SSI).

(E) "Gross unearned income" means the total amount of unearned income that is received in the month by all members of the family. Unearned income is income that is not gross earned income or is not gross earned income from self-employment, as defined in this rule. Unearned income includes cash contributions received by the family from absent caretakers, persons, organizations or assistance agencies, social security administration (SSA) disability, death or retirement benefits, and child support payments.

(F) Income excluded from gross unearned income.

(1) SSI payments.

(2) Federal, state or local foster care maintenance payments.

(3) Federal, state or local adoption assistance payments.

(4) Kinship permanency incentive (KPI) payments made in accordance with the requirements of rule [5101:2-40-04](#) of the Administrative Code.

(5) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with section 5107.03 of the Revised Code.

(6) Child support payments paid by a family member for a child outside the family. The amount paid, up to the amount ordered, is excluded.

(7) Alimony paid pursuant to a court order.

(8) Contributions for shared living arrangements. These include cash payments received by a family from an individual who is not a family member but who resides in the household and shares responsibility for the household expenses through an informal arrangement. The cash payment given to the family is not available to the family because the payment represents the non-family member's share of the household expenses.

(9) Bona fide loans from any source, including rural housing loans made by federal housing administration (FHA).

(10) Experimental housing allowance program payments made under annual contributions on contracts entered into prior to January 1975, under section 23 of the U.S. Housing Act of 1937.

(11) HUD community development block grant funds paid under Title I of the Housing and Community Development Act of 1974 (public law 93-383).

(12) Home energy assistance support and maintenance paid in cash or in-kind, public laws 97-377 (December 21, 1982), 97-424 (January 6, 1983), and 98-21 (April 20, 1983).

(13) Income tax refunds received by any of the family members.

(14) The verified amount which is being garnished from the income.

(15) Earned income tax credit (EITC) payments when received as part of an income tax refund.

(16) The value of surplus commodities donated by the department of agriculture.

(17) Benefits received under Title VII, nutrition program for the elderly, Older Americans Act of 1965, Public Law 93-150.

(18) Retroactive payments made as a result of a state hearing.

(19) Escrow accounts established or credited as the direct result of the assistance group's involvement in family self-sufficiency on or after May 15, 1992.

(20) Ohio works first (OWF) cash payment for support services, pursuant to section 5107.66 of the Revised Code.

(21) Prevention, retention and contingency (PRC) payments.

(22) The value of SNAP allotments.

(23) Money received in the form of a nonrecurring lump sum payment including, but not limited to, retroactive lump sum social security, SSI or pension benefits; retroactive lump sum insurance settlements; retroactive lump sum payment of child support arrearage; refunds of security deposits on rental property or utilities; publicly funded child care overpayment reimbursements; or PRC payments not defined as cash assistance.

(24) Income excluded under the SNAP regulations, as set forth in rule [5101:4-4-13](#) of the Administrative Code, unless the income is included under the provisions of this rule.

(25) Any other income amounts that federal statutes or regulations require be excluded.

b) Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children). If the income eligibility limits are not statewide, please respond to c) below the table.

	(a)	(b)	(c)	(d)
Family Size	100% of SMI(\$/Month)	85% of SMI (\$/Month) [Multiply (a) by 0.85]	(IF APPLICABLE) (\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	NA	NA	NA	NA
2	4507.95	3831.76	1868	41%
3	5568.64	4733.34	2353	42%
4	6629.33	5634.93	2839	43%
5	7690.03	6536.53	3324	43%

c) If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])( 98.16(i)(3)).

NA

*Reminder:* Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at: <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03>.

d) SMI source and year. <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03> - 2011-2015 Census

e) Identify the most populous area of the State used to complete the chart above.

Ohio does not differentiate eligibility by areas, all eligibility rules apply statewide.

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 10/01/2020

g) Provide the citation or link, if available, for the income eligibility limits.

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/>

**3.1.4 Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed \$1,000,000, as certified by a family member (98.20(a)(2)(ii)).**

Effective Date: 10/01/2018

a) Describe how the family member certifies that family assets do not exceed \$1,000,000 (e.g., a checkoff on the CCDF application).

Families are required to attest that they do not have have assets exceeding \$1,000,000 when applying initial eligibility for publicly funded child care and each time they apply for redetermination of eligibility. It's required in

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

No.

Yes.



If yes, describe the policy or procedure and provide citation:

Families meeting the requirements of protective child care are eligible without regard to income or qualifying activity, required in

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

### **3.1.5 Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)).**

Families who no longer meet the activity requirement may continue utilizing child care services for up to 13 weeks after a qualifying activity ends. Families may also continue to be eligible for care when a new activity is scheduled to begin within thirty-one days from the end of the previous activity. When families do not meet the eligibility requirements and have a child enrolled in a federally funded Head Start program, the Head Start child remains eligible through the end of the Head Start year. This is located in rule here

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

UPDATE May 2020 – Due to the COVID-19 pandemic, per Child Care Manual Procedure Letter (CCMPL) 139 and 140

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-139.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-140.stm> county agencies were instructed to do the following: 1) immediately stop processing redetermination packets for March and April; 2) not take negative actions against current PFCC cases until July 31, 2020. All caretakers with eligibility periods set to expire in March, April, May, June and July were extended 6 months. All PFCC cases that are currently scheduled for termination under the thirteen-week activity gap will have the termination date removed and eligibility extended to the end of the current twelve-month eligibility period. If any of these cases have redeterminations due in March, April, May, June and July of 2020, then eligibility will be extended 6 months.

Effective Date: 03/30/2020

**3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Check the approaches, if applicable, that the Lead Agency uses when considering children's development and promoting continuity of care when authorizing child care services.**

Effective Date: 10/01/2018

- Coordinating with Head Start, prekindergarten, or other early learning programs to create a package of arrangements that accommodates parents' work schedules
- Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- Establishing minimum eligibility periods greater than 12 months
- Using cross-enrollment or referrals to other public benefits
- Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- Providing more intensive case management for families with children with multiple risk factors;
- Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities
- Other.

Describe:

**3.1.7 Policies and processes for graduated phase-out of assistance at redetermination.**

Effective Date: 10/01/2018

**Lead Agencies are required to provide for a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income. Providing a graduated phase-out promotes continuity by allowing**

**for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.**

- i. 85 percent of SMI for a family of the same size
- ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:

(A) Takes into account the typical household budget of a low-income family

(B) Provides justification that the second eligibility threshold is:

(1) Sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability

(2) Reasonably allows a family to continue accessing child care services without unnecessary disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the copayment restrictions, which do not apply to a graduated phase-out. To help families transition off of child care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

Effective Date: 10/01/2018

a) Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

N/A - The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.

N/A - The Lead Agency sets its exit eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.

- The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

Describe the policies and procedures.

Families remain eligible until income is at or above 300% of the FPL, which is greater than 85% SMI.

Provide the citation for this policy or procedure.

Income eligibility is defined in:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

- The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

Provide the second tier of eligibility for a family of three.

Describe how the second eligibility threshold:

i. Takes into account the typical household budget of a low-income family:

ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:

iv. Provide the citation for this policy or procedure:

- Other.

Identify and describe the components that are still pending per the instructions on *CCDF Plan Response Options for Areas where Implementation is Still in Progress* in the Introduction.

3.1.7 b) To help families transition from assistance, does the Lead Agency gradually

adjust copays for families eligible under the graduated phase-out period?

No

Yes

i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out.

Copayments are determined based on income and household size. Copayments may decrease during an eligibility period but may not increase during an eligibility period. When eligibility is redetermined, the copayment calculated for the new eligibility period is permitted to be higher than the previous period's copayment.

Families at or under 100% FPL have a \$0 co-pay. Policy can be found here:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-39.stm>

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? *(Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.)*

No.

Yes.

Describe:

Annually, a caretaker receiving publicly funded child care shall submit a re-determination application, household income verification and supporting documentation to the county agency for the re-determination of on-going eligibility. Redetermination guidelines can be found in

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-37.stm>

### 3.1.8 Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)). Check the processes, if applicable, that

the Lead Agency uses to take into account irregular fluctuations in earnings and describe, at a minimum, how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments.

Effective Date: 10/01/2018

- Average the family's earnings over a period of time (i.e. 12 months).

Describe:

The county agency has flexibility in determining the average monthly income for a family with fluctuating income. Up to an entire year of income can be averaged.

Directions are found in rule 5101:2-16-34 -

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-34.stm>

- Request earning statements that are most representative of the family's monthly income.

Describe:

- Deduct temporary or irregular increases in wages from the family's standard income level.

Describe:

- Other.

Describe:

**3.1.9 Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Check the information that the Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.**

Effective Date: 10/01/2018

- Applicant identity.

Describe:

Client statement, birth certificate, driver's license, passport are forms of verification

used at initial application to verify identity

Applicant's relationship to the child.

Describe:

The relationship is verified with a birth certificate or client statement. This is only required to be verified once.

Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Describe:

U.S. citizenship must be verified for eligibility determination. Birth certificates or hospital verification may be used. Verification that child is a qualified alien may also be documented.

Work.

Describe:

Verification of pay stubs or employer statement used at initial application, redetermination and when employment changes.

Job training or educational program.

Describe:

Verification of school schedule and/or grades at initial application and redetermination.

Family income.

Describe:

Verification required for all income at initial application and redetermination.

Household composition.

Describe:

All household members are listed on the initial application and redetermination.

Applicant residence.

Describe:

Client statement on application and redetermination.

Other.

Describe:

Verification requirements can be found at

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

or the application can be found at <http://www.odjfs.state.oh.us/forms/num/JFS01138>

### 3.1.10 Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

Effective Date: 10/01/2018

Time limit for making eligibility determinations

Describe length of time:

30 days from date of application

Track and monitor the eligibility determination process

Other.

Describe:

None

### 3.1.11 Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by



the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

Effective Date: 10/01/2018

a) Identify the TANF agency that established these criteria or definitions: Ohio Department of Job and Family Services

b) Provide the following definitions established by the TANF agency:

"Appropriate child care":

In determining when good cause exists for nonparticipation with a work requirement for a work eligible individual, the county agency shall determine when child care is a necessary supportive service when a single custodial parent caring for a minor child under age six proves a demonstrated inability for one or more of the following reasons:

(a) Unavailability of a licensed or certified child care provider within a reasonable distance from the parent's home or work site. "Reasonable distance" is defined by each county agency and is based on availability of transportation.

(b) Unavailability or unsuitability of informal child care by a relative or other arrangements. "Unsuitability of informal child care" is a decision made by the county agency and is based on information received from the public children services agency (PCSA) that the PCSA determines is relevant to share with the county agency in order to protect children pursuant to rule [5101:2-33-21](#) of the Administrative Code.

(c) Unavailability of appropriate and affordable formal child care arrangements. "Affordable child care arrangements" means that work eligible individuals are guaranteed eligibility for child care subsidy with copayments based on family size and income.

"Reasonable distance":

"Reasonable distance" is defined by each county agency and is based on availability of transportation.

"Unsuitability of informal child care":

"Unsuitability of informal child care" is a decision made by the county agency and is based on information received from the public children services agency (PCSA) that the PCSA determines is relevant to share with the county agency in order to protect children pursuant to rule [5101:2-33-21](#) of the Administrative Code.

"Affordable child care arrangements":

"Affordable child care arrangements" means that work eligible individuals are guaranteed eligibility for child care subsidy with copayments based on family size and income.

c) How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

In writing

Verbally

Other.

Describe:

d) Provide the citation for the TANF policy or procedure:

OAC 5101:1-3-13(C)(8). It is also on pages 6 and top of page 7 of the JFS 3801 "Ohio Works First Self-Sufficiency Contract (SSC)". The SSC must be signed according to OAC 5101:1-3-11

### 3.2 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note:

CCDF defines "child experiencing homelessness" as a child who is homeless, as defined in

**3.2.1 Describe how the Lead Agency defines:**

Effective Date: 10/20/2019

a) "Children with special needs":

"Special needs" means providing child care services to a child who is under eighteen years old who does not function according to age appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communication, perceptual-motor, physical, or behavioral development, or the child has chronic health issues. The child's delays/conditions affect development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner.

UPDATE 12/2019: Effective 10/20/2019, the definition of "special needs" was removed and replaced with "special needs child care". This is defined as child care provided to a child who is less than 18 years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development including: social, emotional, cognitive, communicative, perceptual, motor, physical and behavioral development that may include on a regular basis such services, adaptations, modifications or adjustments needed to assist in the child's functional development.

b) "Families with very low incomes":

Families with income at or below 100% FPL are defined as very low income and prioritized. Each family with a monthly income of one hundred percent or less of the federal poverty level (FPL) shall have a weekly copayment of zero dollars

**3.2.2 Describe how the Lead Agency will prioritize or target child care services for the following children and families.**

Effective Date: 10/01/2018

a) Identify how services are prioritized for children with special needs. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

Children with special needs get a 5% enhancement on top of the base rate. If a program needs to make adjustments to its service delivery model to serve a child with special needs (ie. add an extra staff member in the room, decrease group size in the room, etc.), the program can submit documentation to request a 100% enhancement to its base rate for services provided to that child.

b) Identify how services are prioritized for families with very low incomes. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

c) Identify how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care

- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

d) Identify how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)). Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

### **3.2.3 List and define any other priority groups established by the Lead Agency.**

Children with protective case plans are a priority group. Protective child care is publicly funded child care services provided to assist in the care and protection of a child. A case plan, as required in section 2151.412 of the Revised Code shall be prepared and maintained for the child and caretaker. The case plan shall indicate a need for protective child care to permit the caretaker to complete requirements of the case plan. Protective child care may be authorized only for a child who resides in the home of the caretaker for whom the case plan is written.

UPDATE May 2020 – As a result of the COVID-19 pandemic, Ohio identified workers providing health, safety and essential services as a priority group to be served in temporary pandemic child care programs. This prioritization will cease when the Executive Order is rescinded permitting temporary pandemic child care programs to operate.

Effective Date: 03/18/2020

### **3.2.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.**

Protective cases do not have income or qualifying activity requirements. Copayments are waived on a case by case basis.

UPDATE May 2020 – Families receiving pandemic child care do not have a copayment. They must meet income guidelines and have a qualifying activity that provides health, safety or essential services. Copays will resume when the Executive Order is lifted and temporary pandemic child care programs cease operation.

Effective Date: 03/18/2020

### **3.2.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and TA to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).**

Effective Date: 10/20/2019

#### **a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.**

Homeless child care is publicly funded child care provided when a caretaker and child either temporarily reside in a facility providing emergency shelter for homeless families or are determined by the county agency to be homeless. If the homeless caretaker does not meet the qualifications pursuant rule 5101:2-16-30(A)(3) which include a work or education requirement or OWF/SNAP participation, the family shall be determined eligible for homeless child care without regard to income or assets and the copayment shall be waived. Homeless child care shall be approved for ninety calendar days or the period of time that the caretaker and child are homeless, whichever period is shorter. A

family shall not receive homeless child care more than once in a twelve-month period.  
<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.st>

UPDATE 12/2019: A child's eligibility period is 12 months. Beginning 10/20/2019 homeless child care shall be authorized for ninety calendar days. At the end of the 90 days, the family must have a qualifying activity so the county agency can authorize for child care for the remainder of the eligibility period, or the family can remain identified as homeless by the county agency who will authorize child care for an additional 90 days. This allows a homeless family to receive publicly funded child care for more than one 90-day period.

b) Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- Lead Agency accepts applications at local community-based locations
- Partnerships with community-based organizations
- Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- Other

The application and consumer statement can be found :

<http://www.odjfs.state.oh.us/forms/num/JFS%2001138/> County agencies across the 88 counties have outreach programs in place to reach homeless families. The child care resource and referral (CCR&R) agencies have implemented a variety of methods to be proactive to meet the needs of homeless families including participating in community events, offering parent education programs, participating in local task force and non-profit organizational efforts. Additionally, connections have been established with local shelters, libraries, food/clothing pantry, schools, food banks, Catholic Charities, YWCA, Head Start, Habitat for Humanity and housing coalitions to assist families in securing needed resources. Many CCR&Rs have created and distributed brochures or other forms of communication informing of their services and have hired staff who focus specifically on outreach to families including assisting homeless families and children.

*Note:* The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper payment (98.51(a)(1)(ii)).

**3.2.6 Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).**

Note:

Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

Effective Date: 10/01/2018

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

Children experiencing homelessness (as defined by Lead Agency's CCDF)

Licensing regulations allow all families to enroll in a child care program and then provide a medical statement (including immunizations) within 30 days of the first day of care. The only information required upon starting care is a short enrollment form completed by the caretaker/parent

Provide the citation for this policy and procedure.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-15.stm> and

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-15.stm>

Children who are in foster care.

Licensing regulations allow all families to enroll in a child care program and then provide a medical statement (including immunizations) within 30 days of the first day of care. The only information required upon starting care is a short enrollment form completed by the caretaker/parent .



Provide the citation for this policy and procedure.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-15.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-15.stm>

b) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

County job and family services agencies and the child care resource and referral agencies have information available to direct families to needed resources.

c) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?

No.

Yes.

Describe:

Licensing regulations allow all families to enroll in a child care program and then provide a medical statement (including immunizations) within 30 days of the first day of care. The only information required upon starting care is a short enrollment form completed by the caretaker/parent.

### 3.3 Protection for Working Families

#### **3.3.1 12-Month eligibility.**

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in income (as long as the income does not exceed the federal threshold of 85 percent of the state median income) or temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

This change means that a Lead Agency may not terminate CCDF assistance during the 12-

month period if a family has an increase in income that exceeds the state's income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the 12-month eligibility period (except as described in 3.1.1); and any changes in residency within the state, territory, or tribal service area.

Effective Date: 03/30/2020

a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity.

A caretaker, who is currently eligible for child care, shall continue to be eligible if the county agency has documentation that an approved activity is scheduled to begin within the thirty-day period. A caretaker, who is currently eligible for child care, shall have child care continue if the county agency has notification that a qualifying activity has ended. Authorization for care may continue pursuant to rule 5101:2-16-35.1 of the Administrative Code, up to thirteen weeks from the date the qualifying activity ends and shall not extend beyond the current eligibility period.

UPDATE May 2020 - Due to the COVID-19 pandemic, per Child Care Manual Transmittal Letter (CCMPL) 139 and 140

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-139.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-140.stm>

county agencies were notified of the following: All caretakers with eligibility periods set to expire in March, April, May, June and July were extended 6 months.

b) How does the Lead Agency define "temporary change?"

ODJFS allows up to 13 weeks of job search after a loss of qualifying activity which includes the end of seasonal employment, a need to care for a family member or a student holiday or break. A reduction (but not loss) of work or training hours does not impact eligibility. Children who turn 13 continue to receive publicly funded child care

through the end of their current certification period. Changes in residence are reported to the county to ensure the system captures the correct mailing address. If the family moves to another county, the existing case and documentation is transferred to the new county with no interruption in services.

c) Provide the citation for this policy and/or procedure.

This policy is defined in Ohio Administrative Code 5101:2-16-30 and is published at:

<http://emanuals.ifs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

### **3.3.2 Option to discontinue assistance during the 12-month eligibility period.**

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent's eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

If the Lead Agency chooses the option to discontinue assistance due to a parent's non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation for the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

Effective Date: 03/30/2020

a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

- No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.

- Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:
- i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

A caretaker, who is currently eligible for child care, shall have child care continue for up to 13 weeks if the county agency has notification that a qualifying activity has ended in months 1-9 of the 12 month certification period. There is no limit to the number of times a caretaker may start and stop a qualifying activity and each time one ends, the caretaker has up to 13 weeks for job search. If the qualifying activity is lost in months 10-12, the caretaker can continue to receive care until the end of the certification period. In all cases, the date the activity is lost is used to determine the start of the job search period.

UPDATE May 2020 - Due to the COVID-19 pandemic, per Child Care Manual Transmittal Letter (CCMPL) 139 and 140 ,

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-139.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-140.stm>

all PFCC cases that are currently scheduled for termination under the thirteen-week activity gap will have the termination date removed and eligibility extended to the end of the current twelve-month eligibility period. If any of these cases have redeterminations due in March, April, May, June and July of 2020, then eligibility will be extended 6 months.

- ii. Describe what specific actions/changes trigger the job-search period.

Once the loss of activity is known to the county agency (typically upon report by the caretaker) the thirteen-week activity gap begins with the date the qualifying activity ended (this can be retroactive if the loss is not reported timely).

- iii. How long is the job-search period (must be at least 3 months)?

13 weeks

- iv. Provide the citation for this policy or procedure.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

b) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the next 12-month redetermination. Check all that apply.

Not applicable.

Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.

i. Define the number of unexplained absences identified as excessive:

Caretaker does not use child care services for a period of thirty-one consecutive days.

UPDATE 12/2019: Beginning 10/20/2019, eligibility is no longer terminated for unexplained absences.

ii. Provide the citation for this policy or procedure:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-35.stm>

A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-30.stm>

Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

Child care caretaker fraud is the willful withholding or falsification of information, or the misuse of child care services by the caretaker with an intent to deceive or defraud, resulting in the acceptance of services to which the caretaker was not entitled, as determined by a court of law or the caretaker's admission. If a caretaker has admitted to caretaker fraud or has been convicted of fraud by a court of law then the county

agency must terminate child care benefits and the caretaker is not eligible for publicly funded child care until full repayment has been made.

The fraud policy can be found in:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-70.stm>

### 3.3.3 Change reporting during the 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the continuity of care for children and stability for families receiving CCDF services (98.16(h)(1)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.1.7(b).

Families are required to report a change to the Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.3.2 of the plan, they may require families to report a non-temporary change (as described in section 3.3.3 of the plan) in work, training or educational activities (otherwise known as a parent's eligible activity).

Effective Date: 10/01/2018

a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

No

Yes

b) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency

during the 12-month eligibility period. Check all that apply.

- Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

A caretaker receiving child care benefits shall report to the county agency any changes which affect the caretaker's eligibility for child care benefits or use of child care benefits, including the name of the provider the caretaker has chosen, family income, employment, participation in a program of education or training, household composition, or if a school-age child changes schools. Income changes are only required to be reported if the change in income will make the family ineligible for care.

- Changes that impact the Lead Agency's ability to contact the family.

Describe:

Relocation to another county

- Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

Any additional reporting requirements that the Lead Agency chooses, as its option to require from parents during the 12-month eligibility period, shall not require an office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families.

c) How does the Lead Agency allow for families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- Phone  
 Email  
 Online forms  
 Extended submission hours  
 Postal Mail  
 FAX  
 In-person submission

Other.

Describe:

d) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

i. Describe any other changes that the Lead Agency allows families to report.

Ohio does not prohibit families from reporting any information if they believe it may impact their copayment or increase their benefits.

ii. Provide the citation for this policy or procedure.

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-35.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-35-1.stm>

### **3.3.4 Prevent the disruption of employment, education, or job training activities**

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for



eligibility redetermination that considers the range of needs for families in accessing support (e.g. use of languages other than English, access to transportation, accommodation of parents working non-traditional hours, etc.).

Effective Date: 10/01/2018

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility.

- Advance notice to parents of pending redetermination
- Advance notice to providers of pending redetermination
- Pre-populated subsidy renewal form
- Online documentation submission
- Cross-program redeterminations
- Extended office hours (evenings and/or weekends)
- Other.

Describe:

b) How are families allowed to submit documentation, described in 3.1.9, for redetermination? Check all that apply.

- Postal Mail
- Email
- Online forms
- FAX
- In-person submission
- Extended submission hours
- Other.

Describe:

### 3.4 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Lead Agencies, however, may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies only to families in their initial/entry eligibility period. See section 3.1.7 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

#### **3.4.1 Provide the CCDF co-payments in the chart below according to family size for one child in care.**

Effective Date: 10/01/2020

a) Fill in the chart based on the most populous area of the State (area serving highest number of CCDF children).

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	Lowest Initial or First Tier Income Level Where Family Is First Charged Co-Pay (Greater Than \$0)	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?	The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?	Highest Initial or First Tier Income Level Before a Family Is No Longer Eligible	What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?	The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?
1	NA	NA	NA	NA	NA	NA
2	1438	105.18	7%	4310	1155.07	27%
3	1881	131.97	7%	5430	1454.73	27%
4	2185	159.75	7%	6550	1755.39	27%

	(a)	(b)	(c)	(d)	(e)	(f)
5	2558	186.53	7%	7670	2055.06	27%

b) What is the effective date of the sliding-fee scale(s)? 10/01/2020

c) Identify the most populous area of the state used to complete the chart above.

copayments are not calculated based on residency

d) Provide the link to the sliding-fee scale:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-130.stm>

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

NA

### 3.4.2 How will the family's contribution be calculated, and to whom will it be applied?

Check all that apply.

Effective Date: 10/01/2018

The fee is a dollar amount and:

The fee is per child, with the same fee for each child.

The fee is per child and is discounted for two or more children.

The fee is per child up to a maximum per family.

No additional fee is charged after certain number of children.

The fee is per family.

The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

Other.

Describe:

The fee is a percent of income and:

- The fee is per child, with the same percentage applied for each child.
- The fee is per child, and a discounted percentage is applied for two or more children.
- The fee is per child up to a maximum per family.
- No additional percentage is charged after certain number of children.
- The fee is per family.
- The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

- Other.

Describe:

**3.4.3 Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder ' Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).**

Effective Date: 10/01/2018

- No.
- Yes, check and describe those additional factors below.

- Number of hours the child is in care.

Describe:

- Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

- Other.

Describe:

**3.4.4 The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.**

Effective Date: 03/18/2020

- No, the Lead Agency does not waive family contributions/co-payments.
- Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.
- Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

A copay is only required when the caretaker is no longer receiving protective child care <http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-39.stm..>

- Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency.

Describe the policy and provide the policy citation.

UPDATE May 2020 - Families receiving pandemic child care do not have a copayment. This information is included in the payment email sent to each provider that outlines their weekly payment amount and is included in the temporary guidance document located here: <http://jfs.ohio.gov/cdc/docs/Guidance-for-Temporary-Pandemic-Child-Care-Programs.pdf> where it states "Programs may not charge families determined eligible for PFCC any additional amounts for pandemic child care services, this includes not collecting co-payments". Copays will resume when the Executive Order is lifted and temporary pandemic child care programs cease operation.

## 4 Ensure Equal Access to Child Care for Low-Income Children

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care or care provided in the child's own home. In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care. Note: In responding to questions in this section, the Office of Child Care (OCC) recognizes that each State/Territory identifies and defines its own categories and types of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories and types of care. For these questions, provide responses that closely match the CCDF categories of care.

### 4.1 Parental Choice in Relation to Certificates, Grants, or Contracts

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling his or her child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll his or her child with a provider who has a grant or contract, the parent will select the provider, to the extent practicable. If a parent chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider or faith-based provider, etc.) (98.15 (a)(5)).

**4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)).**

The parent selects the provider as part of the application process. The notice of eligibility mailed to the provider also includes the mailed notice of authorization. This notice includes the name of the provider(s) for each child, the category of authorization for each authorization for each child and the copayment for each authorization for each child.

Effective Date: 10/01/2018

**4.1.2 Describe how the parent is informed that the child certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; FCC homes; or in-home providers (658E(c)(2)(A)(i); 658P(2); 658Q).**

**Check all that apply.**

Effective Date: 10/01/2018

- Certificate that provides information about the choice of providers
- Certificate that provides information about the quality of providers
- Certificate not linked to a specific provider, so parents can choose any provider
- Consumer education materials on choosing child care
- Referral to child care resource and referral agencies
- Co-located resource and referral in eligibility offices
- Verbal communication at the time of the application
- Community outreach, workshops, or other in-person activities
- Other.

Describe:

### 4.1.3 Child care services available through grants or contracts.

Effective Date: 10/01/2018

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots (658A(b)(1))? Note: Do not check 'yes' if every provider is simply required to sign an agreement to be paid in the certificate program.

No. If no, skip to 4.1.4.

Yes, in some jurisdictions but not statewide.

If yes, describe how many jurisdictions use grants or contracts for child care slots.

Yes, statewide. If yes, describe:

i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

ii. The type(s) of child care services available through grants or contracts:

iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers):

iv. The process for accessing grants or contracts:

v. How rates for contracted slots are set through grants and contracts:

vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality:

vii. If contracts are offered statewide and/or locally:

### 4.1.3 Child care services available through grants or contracts.

b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care? Check all that apply.



- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve children experiencing homelessness
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
  - Urban
  - Rural
- Other
  - Describe
  - NA

#### 4.1.3 Child care services available through grants or contracts.

c) Will the Lead Agency use grants or contracts for child care services to increase the quality of specific types of care? Check all that apply.

- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve homeless children
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
  - Urban
  - Rural
- Other
  - Describe
  - NA

**4.1.4 Certify by describing the Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)).**

Rules require unlimited parental access as a condition of licensing/certification/approval.

Effective Date: 10/01/2018

**4.1.5 The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use (98.16(i)(2)). Will the Lead Agency limit the use of in-home care in any way?**

Effective Date: 10/01/2018

- No.
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
  - Restricted based on minimum the number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements.  
Describe:
  - Restricted based on the provider meeting a minimum age requirement. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2).  
Describe:
  - Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).  
Describe:
  - Restricted to care by relatives.  
Describe:

- Restricted to care for children with special needs or a medical condition.

Describe:

- Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF.

Describe:

In-home aides must be certified by the county department of job and family services. The certification includes background checks, training requirements, and annual inspections for health and safety requirements.

- Other.

Describe:

In-home aides may only care for the children residing with that caretaker. Certification is specific not only to the in-home aide but also the caretaker for whom care is authorized.

## 4.2 Assessing Market Rates and Child Care Costs

Lead Agencies have the option to conduct a statistically valid and reliable (1) market rate survey (MRS) reflecting variations in the price to parents of child care services by geographic area, type of provider, and age of child and/or (2) an alternative methodology, such as a cost estimation model (658E(c)(4)(B)). A cost estimation model estimates the cost of care by incorporating both data and assumptions to model what expected costs would be incurred by child care providers and parents under different cost scenarios. Another approach would be a cost study that collects cost data at the facility or program level to measure the costs (or inputs used) to deliver child care services. The MRS or alternative methodology must be developed and conducted no earlier than 2 years before the date of submission of the Plan.

Note - Any Lead Agency considering using an alternative methodology, instead of a market rate survey, is required to submit a description of its proposed approach to its ACF Regional Child Care Program Office for pre-approval in advance of the Plan submittal (see <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-08>). Advance approval is not required if the Lead Agency plans to implement both a market rate survey and an alternative methodology. In its request for ACF pre-approval, a Lead Agency must:

- Provide an overview of the Lead Agency's proposed approach (e.g., cost estimation model, cost study/survey, etc.), including a description of data sources.
- Describe how the Lead Agency will consult with the State's Early Childhood Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, organizations representing child care caregivers, teachers and directors, and other appropriate entities prior to conducting the identified alternative methodology.
- Describe how the alternative methodology will use methods that are statistically valid and reliable and will yield accurate results. For example, if using a survey, describe how the Lead Agency will ensure a representative sample and promote an adequate response rate. If using a cost estimation model, describe how the Lead Agency will validate the assumptions in the model.
- If the proposed alternative methodology includes an analysis of costs (e.g., cost estimation model or cost study/survey), describe how the alternative methodology will account for key factors that impact the cost of providing care'such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and ratios, enrollment levels, licensing requirements, quality level, facility size, and other factors.
- Describe how the alternative methodology will provide complete information that captures the universe of providers in the child care market.
- Describe how the alternative methodology will reflect variations by provider type, age of children, geographic location and quality.
- Describe how the alternative methodology will use current, up to date data.
- Describe the estimated reporting burden and cost to conduct the approach.

**4.2.1 Please identify the methodology(ies) used below to assess child care prices and/or costs.**

Effective Date: 10/01/2018

- MRS
- Alternative methodology.

Describe:

Both.

Describe:

**4.2.2 Prior to developing and conducting the MRS or alternative methodology, the Lead Agency is required to consult with the (1) State Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2) organizations representing caregivers, teachers, and directors (98.45 (e)).**

Describe how the Lead Agency consulted with the:

Effective Date: 10/01/2018

**a) State Advisory Council or similar coordinating body:**

The Ohio Department of Job and Family Services captured feedback through the Early Childhood Advisory Council (SAC) and the Child Care Advisory Council which includes representation of parents, family child care providers, child care center providers, community advocates, county agency staff, child care resource and referral agency staff and staff from partnering state agencies. An overview of the proposed survey tool and methodology was given. Comments were incorporated into the survey content.

**b) Local child care program administrators:**

The Ohio Department of Job and Family Services captured feedback through the Child Care Advisory Council which includes representation of parents, family child care providers, child care center providers, community advocates, county agency staff, child care resource and referral agency staff and staff from partnering state agencies. An overview of the proposed survey tool and methodology was given. Comments were incorporated into the survey content.

**c) Local child care resource and referral agencies:**

The Ohio Department of Job and Family Services captured feedback through the Child Care Advisory Council which includes representation of parents, family child care providers, child care center providers, community advocates, county agency staff, child

care resource and referral agency staff and staff from partnering state agencies. An overview of the proposed survey tool and methodology was given. Comments were incorporated into the survey content.

d) Organizations representing caregivers, teachers, and directors:

NA

e) Other. Describe:

NA

**4.2.3 Describe how the market rate survey is statistically valid and reliable. To be considered valid and reliable, the MRS must represent the child care market, provide complete and current data, use rigorous data collection procedures, reflect geographic variations, and analyze data in a manner that captures other relevant differences. For example, market rate surveys can use administrative data, such as child care resource and referral data, if they are representative of the market. If an alternative methodology, such as cost modeling, is used, demonstrate that the methodology used reliable methods.**

The Ohio State University conducted the survey. OSU conducted a census of all programs licensed by the Ohio Department of Job and Family Services(ODJFS) and analyzed the results. In addition, a control group was asked to submit their private pay rate sheets to compare to their survey answers; these rate sheets and surveys were also compared to the rates that this control group entered into the ODJFS Provider Portal as required by policy. The quality assurance effort was used to determine if the survey results were valid.

Response rates were received from Child Care Centers and Type A and B Family Child Care Providers. Ohio had an overall response rate of 36.92%. Of the 2,214 rates that could be compared (across all age and attendance categories), the overall median error rate was 0%, with a mean error rate of 14.25% for providers who submitted a rate sheet and completed the survey. For rates taken from the child care provider portal and survey, of the 2,637 rates that could be compared, the overall median error rate was 0%, with a mean error rate of 3.63%. The third comparison included rates from the Ohio Child Care Resource and Referral Association and survey results; of the 3,042 rates, the overall median error rate is 0%, with a

mean error rate of 20.33%.

Rates based on the age of the child and the length of time in care vary from county to county due to population and economic conditions. The Market Rate Survey utilized counties as the basic provider grouping factor, and then the counties were placed into groups where the rate structure for the counties within a group were similar, but the rate structure for the counties in separate groups were different. This method was repeated for the 2008, 2010, 2012, and 2014 studies.

Update 09/2019: Strategic Research Group (SRG), an independent third-party vendor, conducted the 2019 Market Rate Survey (MRS). SRG conducted a survey of all programs licensed by the Ohio Department of Job and Family Services and programs that are licensed by the Ohio Department of Education who have a provider agreement.

Response rates for the 2019 survey compared to the 2016 MRS were significantly higher.

Final survey response rates were as follows:

- 62.5 percent for child care centers,
- 45.4 percent for Type A family child care providers, and
- 38.0 percent for Type B family child care providers.

The total response rate for the 2019 MRS was 52.5 percent, compared to 36.92 percent from the 2016 survey.

Unlike previous MRS results, the percentiles presented in the 2019 report are based on:

- Actual,
- Weighted, and
- Unsubsidized rates from the MRS data.

In previous MRSs, normal distributions were calculated from the weighted means and standard deviations of the subgroups. The 2019 MRS produced at least ten providers in each subgroup, making limited percentile distributions possible. Prior MRS have utilized a county-based approach to constructing market rate groups. In those analyses, counties with similar rate structures are grouped together. This strategy has been used since the 2004 MRS and was used again for the 2019 analysis.

Effective Date: 06/20/2019

**4.2.4 Describe how the market rate survey or alternative methodology reflects variations in the price or cost of child care services by:**

Effective Date: 0

a) Geographic area (e.g., statewide or local markets). Describe:

Ohio has 88 counties; four groupings were established with similar payment points.

b) Type of provider. Describe:

center, family child care homes

c) Age of child. Describe:

infant, toddler, preschool and school-age

d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

Summer school age

**4.2.5 After conducting the market rate survey or alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or alternative methodology. The detailed report must also include the estimated cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, pre-K standards, Head Start performance standards, or State defined quality measures.)**

Effective Date: 06/20/2019

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). by responding to the



questions below.

a) Date of completion of the market rate survey or alternative methodology (must be no earlier than July 1, 2016, and no later than July 1, 2018). 07/27/2016 & 06/20/2019

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 01/11/2017 & 06/25/2019

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

A Really Simple Syndication (RSS) Feed notified individuals that the survey results were posted here <http://jfs.ohio.gov/cdc/BCCD.stm> for both the 2016 and 2019 surveys.

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

An overview of the survey findings were reviewed by the vendor at the Child Care Advisory Council and the Early Childhood Advisory Council where stakeholder comments were presented for both the 2016 and 2019 surveys.

### 4.3 Setting Payment Rates

The Lead Agency must set CCDF subsidy payment rates, in accordance with the results of the current MRS or alternative methodology, at a level to ensure equal access for eligible families to child care services that are comparable with those provided to families not receiving CCDF funds. The Lead Agency must re-evaluate its payment rates at least every 3 years.

**4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS) for the following categories below. Percentiles are not required if the Lead Agency conducted an alternative methodology only (with pre-approval from ACF), but must be reported if the Lead Agency conducted an MRS alone or in combination with an alternative methodology. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children) to report base payment rates below, if they are not statewide. Note: If the Lead Agency obtained approval to conduct an alternative**

**methodology, then reporting of percentiles is not required.**

Effective Date: 07/21/2019

a) Infant (6 months), full-time licensed center care in the most populous geographic region

Rate \$ 210.00 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

b) Infant (6 months), full-time licensed FCC home in the most populous geographic region

Rate \$ 143.29 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

c) Toddler (18 months), full-time licensed center care in the most populous geographic region

Rate \$ 188.05 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region

Rate \$ 143.79 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region

Rate \$ 164.51 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 123.50 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

g) School-age child (6 years), full-time licensed center care in most populous geographic region

Rate \$ 93.46 per week unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: 25

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 100.00 per week unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25

i) Describe how part-time and full-time care were defined and calculated.

Part-time is defined as 7 hours to less than 25 hours and full-time care is defined as 25 hours to 60 hours.

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 07/09/2016 7/21/2019

k) Identify the most populous area of the state used to complete the responses above.

Franklin county

l) Provide the citation or link, if available, to the payment rates.

<http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-16-41APXA.PDF> update

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMPL/CCMPL-128.stm>

m) If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)).

NA

**4.3.2 Lead Agencies can choose to establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (i.e., a higher rate for special needs children as both an incentive for providers to serve children with special needs and as a way to cover the higher costs to the provider to provide care for special needs children).**

Check and describe the types of tiered reimbursement or differential rates, if any, the Lead Agency has chosen to implement. In the description of any tiered rates or add-ons, at a

minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS and/or an alternative methodology, and the amount of the rate. Check all that apply.

Effective Date: 03/25/2020

Differential rate for *non-traditional hours*.

Describe:

5% enhancement to the base rate

Differential rate for *children with special needs*, as defined by the state/territory.

Describe:

Children with special needs get a 5% enhancement on top of the base rate. If a program needs to make adjustments to their service delivery model to serve a child with special needs (ie. add an extra staff member in the room, decrease group size in the room, etc.), the program can submit documentation to request a 100% enhancement to their base rate for services provided to that child.

Differential rate for *infants and toddlers*. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on.

Describe:

Ohio sets rates for each age group, with a separate base rate for infants and another base rate for toddlers.

Differential rate for *school-age programs*. Note: Do not check if the Lead Agency has a different base rate for school-age children with no separate bonus or add-on.

Describe:

Differential rate for *higher quality*, as defined by the state/territory.

Describe:

Programs participating in Step Up To Quality (SUTQ) have a base rate that is 4% higher than the non-rated base rate. This SUTQ base rate is used as the base for calculating the SUTQ enhancements for each of the five-star rating level and are as follows: 1-star: 5%; 2-star: 18%; 3-star: 21%; 4-star: 29%; and 5-star: 35%.

Other differential rates or tiered rates.

Describe:

Accredited programs get 10% enhancement to the base rate.

UPDATE May 2020 - The temporary pandemic child care programs are paid based on provider type and age of child at the weekly five-star rate in the highest payment category for enrolled publicly funded children which ranges from the 75th- the 95th percentile of the MRS Rates can be found here: <http://jfs.ohio.gov/cdc/docs/Guidance-for-Temporary-Pandemic-Child-Care-Programs.pdf> Temporary pandemic child care rates will be discontinued when the Executive Order is rescinded allowing normal child care operations to resume.

Tiered or differential rates are not implemented.

#### 4.4 Summary of Facts Used To Determine That Payment Rates Are Sufficient To Ensure Equal Access

**4.4.1 Lead Agencies must certify that CCDF payment rates are sufficient to ensure equal access for eligible families to child care services comparable to those provided by families not receiving CCDF assistance (98.16(a)). Certify that payment rates reported in 4.3.1 are sufficient to ensure equal access by providing the following summary of facts (98.45(b)):**

Effective Date: 07/21/2019

a) Describe how a choice of the full range of providers eligible to receive CCDF is made available; the extent to which eligible child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices.

1. Ohio has policy in place to license child care centers, small family child care homes, large family child care homes, approved day camps and certified in-home aides. This allows a family to choose the most appropriate provider type for their child and family. Providers can choose to participate in publicly funded child care (PFCC). The same licensing requirements apply to PFCC providers and non-PFCC providers with the exception of approved versus registered day camps. Because of the policies and outreach conducted, as of March 2018 Ohio has over 7,000 licensed

providers and over 5,500 of those licensed have agreements to serve publicly funded child care. These numbers do not account for the family child care homes that are exempt and care for six or fewer children. Over the last year ODJFS has not had any calls to the customer service desk with concerns about the availability of providers, or that they could not find a provider in their community. However, we do hear some common barriers/concerns from providers to maintain licensure or to obtain licensure which include: the requirement for PFCC providers to participate in SUTQ by 2020, the cost of doing business and reimbursement rates and the requirement to use technology through the swipe system or through the new licensing system, Ohio Child Licensing Quality System. Recognizing these barriers and concerns ODJFS has been working to provide items such as curricula and assessments, support to obtain Child Development Associates' credentials, has revamped the serious risk non-compliance matrix to determine when providers lose or have stars removed and Ohio continues to look for new areas to provide improvement or to ease burden. However, even with these supports there is more to be done.

Additionally, depending on the providers area of residence and the business choices made, the payment rates are still a concern to providers/owners. In Ohio's largest payment category (serving over 50% of children receiving PFCC) for Centers the base rate ranges between the 15th to 20th percentile where the 5-star payment ranges between the 40th for school age to the 85th for infants.

Update 09/2019: Beginning July 21, 2019, all child care base rates are at or above the 25th percentile of the 2019 MRS. This change was a result of the 2019 MRS results, the federal guidance requiring base rates to be at or above the 25th percentile and the state fiscal years 2020/2021 budget language which ensures that no county moves to a payment category with a lower reimbursement rate than the one in effect for the county on January 1, 2019.

**b) Describe how payment rates are adequate and have been established based on the most recent MRS or alternative methodology . Note: Per the preamble (81 FR 67512), in instances where a MRS or alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.**

As a result of the 2016 market rate survey Ohio consolidated payment categories from 5 (A/B, C, D, E & F) to 3. The MRS assists the state in setting subsidy rates high enough to ensure access to child care for low-income families but low enough that prices are not inflated and the cost to taxpayers is not excessive. It also helps develop reasonable

estimates of the distribution of unsubsidized rates that Ohio child care providers charge the general public and assists in identifying counties where rates are similar and should be paid accordingly. It does not establish the rate, but provides information as to where the rate set by the state falls in the market. The market rate survey from 2016 recommended 38 counties move into higher payment categories. Effective December 2, 2018, these 38 counties were moved into higher payment categories as recommended by the 2016 market rate survey.

Update 09/2019: Beginning July 21, 2019, all child care base rates are at or above the 25th percentile of the 2019 MRS. This change was a result of the 2019 MRS results, the federal guidance requiring base rates to be at or above the 25th percentile and the state fiscal years 2020/2021 budget language which ensures that no county moves to a payment category with a lower reimbursement rate than the one in effect for the county on January 1, 2019.

[c\) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF.](#)

In addition to the consolidated base rate categories that resulted in increases to the prior two lowest paid categories, Ohio pays an increased base rate of 4% for all programs participating in SUTQ. The increased base rate gives the program additional funding to apply toward structural, staffing and programming needs.

[d\) Describe how the Lead Agency took the cost of higher quality into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of quality. Note: For States without a QRIS, the States may use other quality indicators \(e.g. provider status related to accreditation, Pre-K standards, Head Start performance standards, or State defined quality measures\).](#)

Ohio worked with Ann Mitchell and providers utilizing the PCQC to determine the cost of higher quality. In September 2016 Ohio increased base rate payments for all Step Up To Quality providers by 4%. In addition to the four percent base increase highly rated providers (3-, 4- or 5-star rated) received the following payment enhancement increases:

- Three-star rated programs went from 18% to 21%
- Four-star rated programs went from 25% to 29%

- Five-star rated programs went from 31% to 35%

When comparing Ohio's payment rates for programs participating in SUTQ at a 5 star to the 2016 market rate survey payment rates range as outlined below:

Centers: 40th percentile for school age to the 95th percentile for infants/toddlers.

Type A: 40th percentile for school age to the 95th percentile for infants.

Type B: 50th percentile for school age to the 95th percentile for infants.

These percentiles far exceed the recommended 75th percentile and targets our most vulnerable age categories allowing more providers to receive the financial support needed to operate at higher levels of quality thereby reducing the barriers in place for families to find quality care.

Update 09/2019: Beginning July 21, 2019, all child care base rates are at or above the 25th percentile of the 2019 MRS. This change was a result of the 2019 MRS results, the federal guidance requiring base rates to be at or above the 25th percentile and the state fiscal years 2020/2021 budget language which ensures that no county moves to a payment category with a lower reimbursement rate than the one in effect for the county on January 1, 2019.

e) How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF funds (98.16 (k))? Check all that apply.

- Limit the maximum co-payment per family.

Describe: .

The family copayment is calculated on a sliding fee scale. Families below 100% FPL pay no copayment. Families between 101% - 200% increase from 7% of their income to 8.75% of income. After 200% FPL, the copayment increases more dramatically, capping out at 27% of income for 295% and 300% FPL.

- Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and

- Minimize the abrupt termination of assistance before a family can afford the full cost of care ('the cliff effect') as part of the graduated phase-out of assistance discussed in 3.1.7.



Families over 200% FPL pay a larger portion of their income for child care, starting at 9% and capping out at 27% of income for 295% and 300% FPL. These copayments are closer to the amount per child the families will pay once they are no longer eligible for publicly funded child care.

Other.

Describe:

f) To support parental choice and equal access to the full range of child care options, does the Lead Agency choose the option to allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

No

Yes. If yes:

i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy promotes affordability and access for families.

ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.

iii. Describe the Lead Agency's analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees.

g) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers.

Providers can access payment information via the automated time, attendance and payment (TAP) system. Payments are made via electronic fund transfer to the provider's reported bank account. Families who are receiving publicly funded child care are required to record their child's attendance in the automated system which results in payment to the provider.

Payment is issued timely, once a child is authorized and care is received, in one of the

following categories:

- 1) hourly rate is paid for services provided from 1-6.9 hours (hourly authorization category)
- 2) part time rate is paid for services provided from 7 - 24.9 hours (part time authorization category)
- 3) full time rate is paid for services provided from 25 to 60 hours (full time authorization category)
- 4) full time plus is paid for services over 60 hours and is the full time rate plus the hourly rate for time over 60 hours (full time plus authorization category)

Ohio has these 4 payment categories for each setting. If a child is in care for fewer hours than the authorized category, the payment is issued based on the time the child is in care. ODJFS also provides for an enhanced payment rate for programs serving special needs children or programs operating during non-traditional hours.

Per Ohio Administrative Code, child care private pay rates must be reported to the state in the provider portal. More than 70% of centers and family child care homes reported an hourly rate. Eighty-five percent of children in Ohio have a full-time authorization and less than 1% have an hourly authorization.

The intent of the "hourly" category of authorization is for the following types of situations:

1. A child has a full time or part time authorization to a primary provider and needs a second provider for just a few hours a week.
2. The child needs just before or just after school care each week.
3. The parent is self-employed and the authorization is determined by dividing income by federal minimum wage (income left after deducting work expenses). Often the reported income is so low that only a few hours can be authorized.
4. Wrap-around care for Head Start. Ohio does not layer funds but does allow providers to do wrap-around care to supplement the Head Start day. This is similar to the before/after care scenario - sometimes only a few hours are left unpaid in the day and child care can make up that difference.

h) Describe how and on what factors the Lead Agency differentiates payment rates.  
Check all that apply.

Geographic area.

Describe:

The payment categories are based on county location of the provider

Type of provider.

Describe:

The payment amount is based on provider type. Center and Type A providers have the same base rates. Type B providers have a different base rate.

Age of child.

Describe:

Categories of payment are defined by infant, toddler, preschool, school-age and summer school-age

Quality level.

Describe:

Step Up To Quality(SUTQ) rated programs receive an increased base rate of 4%. This SUTQ base rate is used as the base for calculating the SUTQ enhancements for each of the five-star rating level and are as follows: 1-star: 5%; 2-star: 18%; 3-star: 21%; 4-star: 29%; and 5-star: 35%. Additionally, accredited programs receive a 10% enhancement to the base rate.

Other.

Describe:

UPDATE May 2020 - Pandemic child care rates are not set by category of attendance or quality level. The temporary pandemic child care programs are paid based on the location of the provider, provider type and age of child at the full-time weekly five-star rate for enrolled publicly funded children which ranges from the 75th- the 95th percentile of the MRS. Rates can be found here:

<http://jfs.ohio.gov/cdc/docs/Guidance-for-Temporary-Pandemic-Child-Care-Programs.pdf>

Temporary pandemic child care rates will be discontinued when the Executive Order is rescinded allowing normal child care operations to resume

i) Describe any additional facts that the Lead Agency considered in determining its payment rates to ensure equal access. Check all that apply and describe:

- Payment rates are set at the 75th percentile benchmark or higher of the most recent MRS.

Describe:

- Based on the approved alternative methodology, payments rates ensure equal access.

Describe:

- Feedback from parents, including parent surveys or parental complaints.

Describe:

- Other.

Describe:

#### 4.5 Payment Practices and the Timeliness of Payments

Lead Agencies are required to demonstrate that they have established payment practices applicable to all CCDF child care providers that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than 21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for 5 or fewer days in a month, or (4) using an alternative approach for which the Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(l)(3)).

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(l)(4) through (6); 658E(c)(2)(S)(ii); 98.45(l)(4); 98.45(l)(5); 98.45(l)(6)).

**4.5.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.**

Effective Date: 12/11/2020

a) Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

Paying prospectively prior to the delivery of services.

Describe the policy or procedure.

NA

UPDATE May 2020 - Temporary pandemic programs must submit enrollment information to ODJFS. Payment is based on enrollment and is issued within 21 calendar days of receiving the complete enrollment information.

Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

Providers must ensure that the caretakers have tracked attendance for payment within four-weeks of services being provided and are responsible for submitting the attendance. If the attendance is not submitted, the Ohio Department of Job and Family Services automatically pulls the attendance for payment. Payment processing is approximately one week and then payments are electronically transferred to the provider's identified bank account.

b) To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by: (Note: The Lead Agency is to choose at least one of the following):

Paying based on a child's enrollment rather than attendance.

Describe the policy or procedure.

NA

Providing full payment if a child attends at least 85 percent of the authorized time.

Describe the policy or procedure.

Ohio provides full payment when a child attends at least 41% of the time for a full-time category of authorization and 28% of the time for a part-time category of authorization.

Providing full payment if a child is absent for five or fewer days in a month.

Describe the policy or procedure.

NA

Use an alternative approach for which the Lead Agency provides a justification in its Plan.

If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach.

NA

UPDATE May 2020 - Effective March 13, 2020 Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" created twenty-one pandemic days per fiscal year. A pandemic day is a day the provider is closed in response to the COVID-19 pandemic. In-home aides may not claim pandemic days. The addition of pandemic days allowed programs to close and continue receiving payment, in lieu of children staying home and utilizing all absent days allotted to a family.

UPDATE May 2020 - Effective March 13, 2020, Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" was amended to increase the number of absent days from ten days per six months to twenty days per six months.

UPDATE May 2020 - On March 18, 2020, a closure payment was established that reflected a historical weekly payment for child care programs that were required by the Ohio Department of Health to close. This established amount is paid to the program weekly for the duration of the closure, or as long as funds allow. This is an average payment to the program and is not a child level payment. These payments will cease when the Executive Order is lifted and normal child care operations resume.

**Update July 2020** -Effective May 29, 2020 Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" updated the requirements for the twenty-one pandemic days per fiscal year. A pandemic day is a day the provider is closed under the direction of the local health department in response to the COVID-19 pandemic. The addition of pandemic days allowed programs to close and continue receiving payment, in lieu of children staying home and utilizing all absent days allotted to a family.

UPDATE September 2020 - Effective August 25, 2020 Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" was emergency filed to continue to allow for twenty-one pandemic days per fiscal year. A pandemic day is a day the provider is closed under the direction of the local health department in response to the COVID-19 pandemic. The addition of pandemic days allowed programs to close and continue receiving payment, in lieu of children staying home and utilizing all absent days allotted to a family.

UPDATE September 2020 - Effective August 25, 2020, Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" was amended to continue to allow 20 absent days per six-month period.

**UPDATE February 2021** -Effective December 11, 2020 Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" was amended to continue to allow for thirty-five pandemic days per fiscal year. A pandemic

day is a day the provider is closed under the direction of the local health department in response to the COVID-19 pandemic. The addition of pandemic days allowed programs to close and continue receiving payment, in lieu of children staying home and utilizing all absent days allotted to a family.

**UPDATE February 2021-** Effective December 11, 2020, Rule 5101:2-16-10 "Payment rates and procedures for providers of publicly funded childcare services" was amended to continue to allow 20 absent days per six-month period.

c) The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)).

i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time).

Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time).

Providers can access payment information via the automated time, attendance and payment (TAP) system. Payments are made via electronic fund transfer to the provider's reported bank account. Families who are receiving publicly funded child care are required to record their child's attendance in the automated system which results in payment to the provider.

Payment is issued timely, once a child is authorized and care is received, in one of the following categories:

- 1) hourly rate is paid for services provided from 1-6.9 hours (hourly authorization category)
- 2) part time rate is paid for services provided from 7 - 24.9 hours (part time authorization category)
- 3) full time rate is paid for services provided from 25 to 60 hours (full time authorization category)



4) full time plus is paid for services over 60 hours and is the full time rate plus the hourly rate for time over 60 hours (full time plus authorization category)

Ohio has these 4 payment categories for each setting. If a child is in care for fewer hours than the authorized category, the payment is issued based on the time the child is in care. ODJFS also provides for an enhanced payment rate for programs serving special needs children or programs operating during non-traditional hours.

Per Ohio Administrative Code, child care private pay rates must be reported to the state in the provider portal. More than 70% of centers and family child care homes reported an hourly rate. Eighty-five percent of children in Ohio have a full-time authorization and less than 1% have an hourly authorization.

The intent of the "hourly" category of authorization is for the following types of situations:

1. A child has a full time or part time authorization to a primary provider and needs a second provider for just a few hours a week.
2. The child needs just before or just after school care each week.
3. The parent is self-employed and the authorization is determined by dividing income by federal minimum wage (income left after deducting work expenses). Often the reported income is so low that only a few hours can be authorized.
4. Wrap-around care for Head Start. Ohio does not layer funds but does allow providers to do wrap-around care to supplement the Head Start day. This is similar to the before/after care scenario - sometimes only a few hours are left unpaid in the day and child care can make up that difference.

ii. [Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.](#)

[Describe the policy or procedure.](#)

Changes to the Ohio Administrative Code (OAC) effective October 20, 2019 include the addition of a registration fee payment to providers. Providers are paid \$25.00 for each child receiving publicly funded child care each year. The determination for attendance is completed after the end of the calendar year and the annual payment is issued to the program based on attendance. The child is required to be in attendance for at least one day during the previous calendar year. For example, providers will be paid in 2020 for children in attendance in 2019. Additionally, the provider is not

permitted to ask a caretaker to pay the difference between the registration fee paid for the child by ODJFS and the provider's customary registration fee charge to the public when the customary registration fee is higher.

d) The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process. Describe:

Providers of CCDF services must sign a provider agreement as well as follow published rules that include this information. The provider agreement can be found here:

<http://jfs.ohio.gov/cdc/CCIDS.stm> and the relevant rules here:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-41.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-42.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-44.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-71.stm>

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter16/5101-2-16-72.stm>

e) The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day that the Lead Agency becomes aware that such a change will occur.

Describe:

Changes to authorization category are mailed to the provider and are also available on the provider portion of the payment website.

f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

Providers are able to request adjustments to payment for up to four weeks after the payment date.

g) Other. Describe:

NA

#### 4.5.2 Do payment practices vary across regions, counties, and/or geographic areas?

Effective Date: 10/01/2018

No, the practices do not vary across areas.

Yes, the practices vary across areas.

Describe:

#### 4.6 Supply-Building Strategies to Meet the Needs of Certain Populations

Lead Agencies are required to develop and implement strategies to increase the supply of and to improve the quality of child care services for children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours (658 E(c)(2)(M); 98.16 (x)).

**4.6.1 Lead Agencies must identify shortages in the supply of high-quality child care providers. List the data sources used to identify shortages, and describe the method of tracking progress to support equal access and parental choice.**

Effective Date: 03/27/2020

In licensed family child care.

Ohio defines quality child care through the state quality rating and improvement system, SUTQ. Ohio law requires all providers serving children in publicly funded child care (PFCC) to participate in SUTQ by July 1, 2020. As of June 2018, 42% of all Type A homes and 24% of all Type B homes serving children in PFCC were rated. A total of 48% of all children being served by the PFCC program are in a rated program across all settings (family child care and centers).

UPDATE May 2020 - Per Amended Substitute House Bill 197, passed on March 27, 2020, the deadline for programs providing publicly funded child care (PFCC) to be Step Up To Quality (SUTQ) rated has been extended from July 1, 2020 to September 1, 2020. Ohio Administrative Code was updated to reflect these changes as well.

In licensed child care centers.

Ohio law requires all providers serving children in publicly funded child care (PFCC) to participate in SUTQ by July 1, 2020. As of June 2018, 43% of all programs serving children in PFCC were rated. A total of 48% of all children being served by the PFCC program are in a rated program across all settings (family child care and centers).

UPDATE May 2020 - Per Amended Substitute House Bill 197, passed on March 27, 2020, the deadline for programs providing publicly funded child care (PFCC) to be Step Up To Quality (SUTQ) rated has been extended from July 1, 2020 to September 1, 2020. Ohio Administrative Code was updated to reflect these changes as well.

Other.

**4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.**

Effective Date: 01/16/2020

a) Children in underserved areas. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

TA is provided on Step Up To Quality by the child care resource and referral (CCR&R) agencies as well as by state and county staff. The CCR&R agencies

contracts include completion of a needs assessment.

Recruitment of providers.

Describe:

The CCR&R contracts include provider recruitment

Tiered payment rates (as discussed in 4.3.2).

Describe:

Ohio has tiered rates for programs participating in the SUTQ. The SUTQ base rate is 4% higher than the non-SUTQ base rate. Additionally, there are payment enhancements that increase with each SUTQ star-rating.

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

Ohio pays a 10% rate enhancement for programs that are accredited.

Child Care Health Consultation.

Describe:

Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect and poor social and emotional health.

Other.

Describe:

Update 12/2019: Beginning July 15, 2019, the application for licensure fee was reduced for centers from \$500.00 to \$50.00 and for family child care from \$250.00

to \$25.00. The change of location fee for both program types was also reduced from \$250.00 to \$50.00 for centers and from \$125.00 to \$25.00 for family child care homes.

Step Up To Quality incentives were offered, one in April 2019 and another in January 2020 to encourage programs providing publicly funded child care to participate in Ohio's quality rating and improvement system.

UPDATE May 2020 - Provider recruitment incentives were offered beginning January 16, 2020 to encourage newly licensed programs to provide publicly funded child care. Financial incentives were offered to the programs who became licensed and signed a provider agreement.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

b) Infants and toddlers. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

TA is provided by the child care resource and referral (CCR&R) agencies Infant Toddler specialist.

Recruitment of providers.

Describe:

The CCR&R contracts include provider recruitment

- Tiered payment rates (as discussed in 4.3.2) .

Describe:

Ohio's rates are based on county location of the program and the age of the child, with the infant and toddler base rates higher than the preschool and school-age .

- Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

- Accreditation supports.

Describe:

- Child Care Health Consultation.

Describe:

- Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect and poor social and emotional health.

- Other.

Describe:

Update 12/2019: Beginning July 15, 2019, the application for licensure fee was reduced for centers from \$500.00 to \$50.00 and for family child care from \$250.00 to \$25.00. The change of location fee for both program types was also reduced from \$250.00 to \$50.00 for centers and from \$125.00 to \$25.00 for family child care homes.

Step Up To Quality incentives were offered, one in April 2019 and another in January 2020 to encourage programs providing publicly funded child care to participate in Ohio's quality rating and improvement system.

UPDATE May 2020 Provider recruitment incentives were offered beginning January 16, 2020 to encourage newly licensed programs to provide publicly funded child care. Financial incentives were offered to the programs who became licensed and signed a provider agreement.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

c) Children with disabilities. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2).

Describe:

Ohio has two payment enhancements for children with special needs, 5% for any child and 100% for those children for whom the provider has documented its need to revise general care practices for the child (typically additionally staff and/or lowered ratio).

Support for improving business practices, such as management training, paid sick leave, and shared services.



Describe:

Accreditation supports.

Describe:

Child Care Health Consultation.

Describe:

Mental Health Consultation.

Describe:

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect and poor social and emotional health.

Other.

Describe:

Update 12/2019: Beginning July 15, 2019, the application for licensure fee was reduced for centers from \$500.00 to \$50.00 and for family child care from \$250.00 to \$25.00. The change of location fee for both program types was also reduced from \$250.00 to \$50.00 for centers and from \$125.00 to \$25.00 for family child care homes.

Step Up To Quality incentives were offered, one in April 2019 and another in January 2020 to encourage programs providing publicly funded child care to participate in Ohio's quality rating and improvement system.

UPDATE May 2020 Provider recruitment incentives were offered beginning January 16, 2020 to encourage newly licensed programs to provide publicly funded child care. Financial incentives were offered to the programs who became licensed and signed a provider agreement.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

d) Children who receive care during non-traditional hours. Check and describe all that apply

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2) .

Describe:

A 5% enhancement is added to the base rate

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

Child Care Health Consultation.

Describe:

Mental Health Consultation.

Describe:

Other.

Describe:

Update 12/2019: Beginning July 15, 2019, the application for licensure fee was reduced for centers from \$500.00 to \$50.00 and for family child care from \$250.00 to \$25.00. The change of location fee for both program types was also reduced from \$250.00 to \$50.00 for centers and from \$125.00 to \$25.00 for family child care homes.

Step Up To Quality incentives were offered, one in April 2019 and another in January 2020 to encourage programs providing publicly funded child care to participate in Ohio's quality rating and improvement system.

UPDATE May 2020 Provider recruitment incentives were offered beginning January 16, 2020 to encourage newly licensed programs to provide publicly funded child care. Financial incentives were offered to the programs who became licensed and signed a provider agreement.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

e) Other. Check and describe all that apply:

Grants and contracts (as discussed in 4.1.3).

Describe:

NA

Family child care networks.

Describe:

NA

Start-up funding.

Describe:

NA

[Technical assistance support.](#)

[Describe:](#)

TA is provided on Step Up To Quality by the child care resource and referral (CCR&R) agencies as well as by state and county staff. The CCR&R agencies contracts include completion of a needs assessment.

[Recruitment of providers.](#)

[Describe:](#)

The CCR&R contracts include provider recruitment

[Tiered payment rates \(as discussed in 4.3.2\).](#)

[Describe:](#)

Ohio has tiered rates for programs participating in the SUTQ. The SUTQ base rate is 4% higher than the non-SUTQ base rate. Additionally, there are payment enhancements that increase with each SUTQ star-rating.

[Support for improving business practices, such as management training, paid sick leave, and shared services.](#)

[Describe:](#)

NA

[Accreditation supports.](#)

[Describe:](#)

Ohio pays a 10% rate enhancement for programs that are accredited.

[Child Care Health Consultation.](#)

[Describe:](#)

NA

[Mental Health Consultation.](#)

[Describe:](#)

Early Childhood Mental Health Consultation Program objectives are to build protective factors in young children, increase skills of parents and promote the

competencies of early childhood providers, especially for children ages birth to six years who are at risk for abuse, neglect and poor social and emotional health.

Other.

**Describe:**

Update 12/2019: Beginning July 15, 2019, the application for licensure fee was reduced for centers from \$500.00 to \$50.00 and for family child care from \$250.00 to \$25.00. The change of location fee for both program types was also reduced from \$250.00 to \$50.00 for centers and from \$125.00 to \$25.00 for family child care homes.

Step Up To Quality incentives were offered, one in April 2019 and another in January 2020 to encourage programs providing publicly funded child care to participate in Ohio's quality rating and improvement system.

UPDATE May 2020 Provider recruitment incentives were offered beginning January 16, 2020 to encourage newly licensed programs to provide publicly funded child care. Financial incentives were offered to the programs who became licensed and signed a provider agreement.

**4.6.3 Lead Agencies must prioritize investments for increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and do not currently have sufficient numbers of such programs.**

Effective Date: 03/27/2020

**a) How does the Lead Agency define areas with significant concentrations of poverty and unemployment?**

Ohio prioritizes low income families, those under 100% of the FPL, in all parts of the state by waiving their copayments. Because Ohio does not have a waiting list, every child eligible for care is able to receive publicly funded child care. ODJFS defines significant concentration of unemployment as those counties in which the 24-month average unemployment rate was greater than 120 percent of the national unemployment rate

during the same 24-month period.

b) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs

Currently any licensed provider is able to complete a provider agreement to serve children in publicly funded child care. Ohio has a zero copay for any family below 100% of the federal poverty level. Ohio has equal access to child care for all children eligible as Ohio serves all children without utilizing a waitlist. However, Ohio does recognize the need to ensure all children have access to a high quality setting which is in line with the mandates established by the Ohio General Assembly in Ohio Revised Code sections 5104.29 and 5104.31.

Ohio Revised Code requires the Ohio Department of Job and Family Services and the Ohio Department of Education programs receiving public dollars (including CCDF) to be participating in the Step Up To Quality program by July 1, 2020. By July 1, 2017, 25% of all centers and family child care Type A homes receiving public funds must be highly rated, with 100% highly rated by July 1, 2025. The two departments have identified and are implementing strategies to assist programs in increasing and maintaining their star rating.

UPDATE 12/2019: Beginning 10/20/2019, the following exemptions from the requirement to be SUTQ rated in order to provide publicly funded child care were added to Ohio Administrative Code as defined in Ohio Revised Code:

- (a) A program that operates only during the summer and for not more than fifteen consecutive weeks;
- (b) A program that operates only during school breaks;
- (c) A program that operates only on weekday evenings, weekends, or both;
- (d) A program that holds a provisional license issued under section 5104.03 of the Revised Code;
- (e) A program that had its step up to quality program rating removed by the department of job and family services within the previous twelve months;

(f) A program that is the subject of a revocation action initiated by the department, but the license has not yet been revoked.

UPDATE May 2020 - Per Amended Substitute House Bill 197, passed on March 27, 2020, the deadline for programs providing publicly funded child care (PFCC) to be Step Up To Quality (SUTQ) rated has been extended from July 1, 2020 to September 1, 2020. Ohio Administrative Code was updated to reflect these changes as well.

## 5 Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings

Lead Agencies are required to certify that there are in effect licensing requirements applicable to all child care services in the state/territory, which supports the health and safety of all children in child care. States and territories may allow licensing exemptions. Lead Agencies must describe how such licensing exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care (98.16 (u)).

Lead Agencies also must certify that there are in effect health and safety standards and training requirements applicable to providers serving CCDF children, whether they are licensed or license-exempt. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures.

The organization of this section begins with a description of the licensing system for providers of child care in a state or territory and then moves to focus in on CCDF providers who may be licensed, exempt from licensing, or relative providers. The section then covers the health and safety requirements and training, and monitoring and enforcement procedures to ensure that CCDF child care providers comply with licensing and health and safety requirements (98.16(n)). Lead Agencies are also asked to describe any exemptions for relative providers (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m)) serving CCDF children.

Note: When responding to questions in this section, the OCC recognizes that each State/Territory identifies and defines its own categories of care. The OCC does not expect

States/Territories to change their definitions to fit the CCDF-defined categories of care. For these questions, provide responses that closely match the CCDF categories of care.

Criminal background check requirements are included in this section (98.16(o)). It is important to note that these requirements are in effect for all child care staff members that are licensed, regulated or registered under state/territory law and all other providers eligible to deliver CCDF services.

## 5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.40(a)(2)(iv)).

**5.1.1 To certify, describe the licensing requirements applicable to child care services provided within the state/territory by identifying the providers in your state/territory that are subject to licensing using the CCDF categories listed below? Check all that apply and provide a citation to the licensing rule.**

Effective Date: 12/11/2020

Center-based child care.

Describe and Provide the citation:

Child day-care center" and "center" mean any place in which child care or publicly funded child care is provided for thirteen or more children at one time or any place that is not the permanent residence of the licensee or administrator in which child care or publicly funded child care is provided for seven to twelve children at one time. In counting children for the purposes of this division, any children under six years of age who are related to a licensee, administrator, or employee and who are on the premises of the



center shall be counted. Exemptions are included in the ORC citation.

<http://codes.ohio.gov/orc/5104.03>

UPDATE September 2020 - Effective August 25, 2020 Rule 5101:2-12-02.3 was emergency filed to create a new child care center license for programs serving only school-age children during school hours on days the child is participating in remote learning. This program license type will remain until the Governor rescinds the state of emergency or directs ODJFS to return to pre-COVID licensing requirements.

**UPDATE February 2021** - Effective December 11, 2020 Rule 5101:2-12-02.3 was emergency filed to continue to allow for a temporary pandemic school age child care center license for programs serving only school-age children during school hours on days the child is participating in remote learning. This program license type will remain until the Governor rescinds the state of emergency or directs ODJFS to return to pre-COVID licensing requirements. This is being moved to permanent rule in April 2021.

[Family child care.](#)

[Describe and Provide the citation:](#)

Family care is a Type A Home provider or Type B Home providers. "Type A family day-care home" and "type A home" mean a permanent residence of the administrator in which child care or publicly funded child care is provided for seven to twelve children at one time or a permanent residence of the administrator in which child care is provided for four to twelve children at one time if four or more children at one time are under two years of age. In counting children for the purposes of this division, any children under six years of age who are related to a licensee, administrator, or employee and who are on the premises of the type A home shall be counted. Exemptions are included in the ORC citation. <http://codes.ohio.gov/orc/5104.03>

[In-home care \(care in the child's own home\).](#)

[Describe and provide the citation \(if applicable\):](#)

**5.1.2 Describe if any providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)).**

Effective Date: 10/01/2018

Note: Additional information about exemptions related to CCDF providers is required in 5.1.3. In-home aides are exempt from licensure but must be certified. Care may be provided in the child's own home by a certified in-home aide. Only children authorized to the caretaker in that home along with up to two of the in-home aide's own children may be cared for by the in-home aide. Certification requirements include basic health and safety. In-home aides are monitored by the certifying county agency and the parents of the children in care. The parent and in-home aide jointly complete assurances that describe the type of care to be provided and parent expectations. The assurances must be updated annually and provided to the county agency as part of the certification and renewal process. The county agency inspects the in-home aide annually.

**5.1.3 Check and describe any CCDF providers in your state/territory who are exempt from licensing (98.40(2)(i) through (iv))? Describe exemptions based on length of day, threshold on the number of children in care, ages of children in care or any other factors applicable to the exemption**

Effective Date: 10/01/2018

Center-based child care.

If checked, describe the exemptions.

Family child care.

If checked, describe the exemptions.

In-home care.

If checked, describe the exemptions.

Care may be provided in the child's own home by a certified in-home aide. Only children

authorized to the caretaker in that home along with up to two of the in-home aide's own children may be cared for by the in-home aide.

## 5.2 Health and Safety Standards and Requirements for CCDF Providers

### **5.2.1 Standards on ratios, group sizes, and qualifications for CCDF providers.**

Lead Agencies are required to establish child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate ratios between the number of children and number of providers in terms of the age of the children, group size limits for specific age populations, and the required qualifications for providers (658E(c)(2)(H); 98.41(d); 98.16(m)). For ease of responding, this section is organized by CCDF categories of care, licensing status, and age categories. Respondents should map their Lead Agency categories of care to the CCDF categories.

Effective Date: 03/13/2020

#### a) Licensed CCDF center-based care

##### 1. Infant

-- How does the State/territory define infant (age range):

"Infant" means a child who is under eighteen months of age.

-- Ratio:

Ratio for birth to under twelve months is one provider to five infants or two providers to twelve infants in the same room. Ratio for 12 months to 18 months is one provider to six infants.

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. The ratio for infants is 1:4 with no more than 6 children in the room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- [Group size:](#)

12

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. The ratio for infants is 1:4 with no more than 6 children in the room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- [Teacher/caregiver qualifications:](#)

High school diploma

## 2. Toddler

-- [How does the State/territory define toddler \(age range\):](#)

"Toddler" means a child who is at least eighteen months of age but less than three years of age.

-- [Ratio:](#)

Ratio for 18 months to under two and one-half years is one provider to seven toddlers. Ratio for two and one-half years to under three years is one provider to eight toddlers

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. Toddler ratio is 1:6 with no more than 6 children in a room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- **Group size:**

Group size for 18 months to under two and one-half years is up to 14 toddlers.

Group size for two and one-half years to under three years is up to 16 toddlers.

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. Toddler ratio is 1:6 with no more than 6 children in a room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- **Teacher/caregiver qualifications:**

High school diploma

### 3. **Preschool**

-- **How does the State/territory define preschool (age range):**

"Preschool child" means a child who is at least three years old, or is four or five

years old, but is not age eligible to be enrolled in a grade of kindergarten or above.

-- **Ratio:**

Ratio for three years is one provider to 12 preschoolers. Ratio for four and five years is one provider to 14 preschoolers.

UPDATE May 2020 - On March 13, 2020, Rule [5101:2-12-18](#) "Group size and ratios for a licensed child care center" was amended to change the following ratios/group sizes 3's - 1:16/2:32, 4's 1:18/2:36; SA = 1:30/2:60.

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. Preschool ratios are 1:9 with no more than 9 children in a room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- **Group size:**

Group size for three years is up to 24. Group size for four and five years is up to 28.

UPDATE May 2020 - On March 13, 2020, Rule [5101:2-12-18](#) "Group size and ratios for a licensed child care center" was amended to change the following ratios/group sizes 3's - 1:16/2:32, 4's 1:18/2:36; SA = 1:30/2:60.

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. Preschool ratios are 1:9 with no more than 9 children in a room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- [Teacher/caregiver qualifications:](#)

High school diploma

#### 4. [School-age](#)

-- [How does the State/territory define school-age \(age range\):](#)

"School child" means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above, but is less than fifteen years old.

-- [Ratio:](#)

Ratio for Kindergarten to 11 years is one provider to 18 school-agers. Ratio for 11 years to 14 years is one provider to 20 school-agers.

UPDATE May 2020 - On March 13, 2020, Rule [5101:2-12-18](#) "Group size and ratios for a licensed child care center" was amended to change the following ratios/group sizes 3's - 1:16/2:32, 4's 1:18/2:36; SA = 1:30/2:60.

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. School-age ratios are 1:9 with no more than 9 children in a room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- Group size:

Group size for Kindergarten to 11 years is up to 36 school-agers. Group size for 11 years to 14 years is up to 40 school-agers.

UPDATE May 2020 - On March 13, 2020, Rule [5101:2-12-18](#) "Group size and ratios for a licensed child care center" was amended to change the following ratios/group sizes 3's - 1:16/2:32, 4's 1:18/2:36; SA = 1:30/2:60.

UPDATE May 2020 - On March 25, Rule 5101:2-12-02.01 was effective creating a pandemic child care center license. The ratio for infants is 1:4 with group size of 6. Toddler, PS and SA ratios are 1:6 with maximum group size of 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-12-02.02 was effective creating transitional pandemic child care center ratios and group size limitations. School-age ratios are 1:9 with no more than 9 children in a room. The ratios and group size for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- Teacher/caregiver qualifications:

High school diploma

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers

NA

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

If two or more age groups are combined, the staff/child ratio shall be maintained for the age of the youngest child in the group. This includes when children are visiting the next older age group for transitioning purposes. If no more than one child two and one-half years of age or older is permanently assigned to a group in which all the other children are in the next older group, the staff/child ratio and maximum group size



shall be determined by the older children. All age groups may be combined when there are twelve or fewer children in the center.

7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

A child care administrator shall have completed a high school education and at least one of the following combinations of education and experience.

**Experience:**No minimum experience. AND

**Education: (one of the following)**

- Associate, bachelor, master, or doctoral or other post-graduate degree in child development, early childhood education or related field approved by the Ohio department of job and family services
- A license designated as appropriate for teaching in an associate teaching position in a preschool setting issued by the state board of education pursuant to section 3319.22 of the Ohio Revised Code.
- An infant and toddler or early childhood credential from a program accredited by the Montessori accreditation council for teacher education.
- Two years of training, including at least four courses in child development or early childhood education from an accredited college, university, or technical college.
- An "Ohio Administrator Credential" as approved by ODJFS.
- Designation under the career pathways model as an early childhood professional level three.

OR

**Experience:** Two years of experience working as a child care staff member in a licensed child care program. AND

**Education: (one of the following)**

- Designation under the career pathways model as an early childhood professional level two.
- Designation under the career pathways model as an early childhood professional level one (within one year, must have designation as an early childhood professional level two).
- A current child development associate credential issued by the council for professional recognition

OR

**Experience:** Two years of experience working as a child care staff member in a licensed child care program and WAS NOT promoted from within that center. AND

**Education:** At least four courses in child development or early childhood education

from an accredited college, university, or technical college.

OR

**Experience:** A person who has two years of experience working as a child care staff member in a licensed child day care program and WAS promoted from within that center. AND

**Education:** No minimum education above the high school diploma or GED, but within 1 year of being named administrator, must have completed at least four courses in child development or early childhood education from an accredited college, university, or technical college. Verification of high school education shall meet the requirements in appendix B to rule 5101:2-12-08 of the Administrative Code.

## b) Licensed CCDF family child care provider

### 1. Infant

-- How does the State/territory define infant (age range):

"Infant" means a child who is under eighteen months of age.

-- Ratio:

One provider to three infants, unless there is a second staff member present.

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for

temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- Group size:

3

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children

at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- **Teacher/caregiver qualifications:**

High school diploma

**2. Toddler**

-- **How does the State/territory define toddler (age range):**

"Toddler" means a child who is at least eighteen months of age but less than three years of age.

-- **Ratio:**

One provider to six toddlers.

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in

separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- **Group size:**

6 (type B) or 12 (type A)

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- **Teacher/caregiver qualifications:**

High school diploma

### 3. Preschool

-- How does the State/territory define preschool (age range):

"Preschool child" means a child who is at least three years old, or is four or five years old, but is not age eligible to be enrolled in a grade of kindergarten or above.

-- Ratio:

One provider to six preschool children.

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- Group size:

6 (type B) or 12 (type A)

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- Teacher/caregiver qualifications:

High school diploma

#### 4. School-age

-- How does the State/territory define school-age (age range):

"School child" means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above, but is less than fifteen years old.

-- Ratio:

One provider to six school-age children.

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- Group size:

6 (type B) or 12 (type A)

UPDATE May 2020 - On March 13, Rule 5101:2-13-18 "Group size and ratios for a licensed family child care provider" has been amended to allow each child care staff member in a family child care home to care for up to twelve children at any one time. Each child care staff member can only care for three children under two years



of age. For this period, Type B providers are automatically grandfathered to have a capacity of twelve children at any one time.

UPDATE May 2020 - On March 25, Rule 5101:2-13-02.01 was effective creating a pandemic family child care license. The ratio for both type A and type B homes was reduced to 1:6, each child care staff member can only care for three children under two years of age. The maximum group size is 6. The ratios and group size for temporary pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

**UPDATE July 2020** - On May 29, 2020, rule 5101:2-13-02.02 was effective creating a transitional pandemic family child care home provider rules. These rules allow for large family child care home provider to care for more than one group of children if the groups of children and the assigned child care staff members are in separate rooms at all times. The staff member can care for no more than 6 children at any one time with no more than three of those children under two years of age. The limitations on the number of groups for transitional pandemic child care will no longer be in effect when the Executive Order is rescinded allowing normal child care to resume.

-- [Teacher/caregiver qualifications:](#)

High school diploma

[5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes](#)

N/A - Ohio does not have exempt family child care homes.

c) [In-home CCDF providers:](#)

[1. Describe the ratios](#)

The household's own children and no more than 2 of the In Home Aide's children.

[2. Describe the group size](#)

The household's own children and no more than 2 of the In Home Aide's children.

3. Describe the maximum number of children that are allowed in the home at any one time.

The household's own children and no more than 2 of the In Home Aide's children.

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

The household's own children and no more than 2 of the In Home Aide's children.

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

NA

## 5.2 Health and Safety Standards and Requirements for CCDF Providers

### 5.2.2 Health and safety standards for CCDF providers.

States and territories must establish health and safety standards for programs (e.g., child care centers, family child care homes, etc.) serving children receiving CCDF assistance relating to the topics listed below, as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care providers receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for providers who are caring for their own relatives because Lead Agencies have the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)).

a) To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics (98.16(l)). Note: This question is different from the health and safety training requirements, which are addressed in question 5.2.3.

Effective Date: 12/11/2020

#### 1. Prevention and control of infectious diseases (including immunization)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Children exhibiting signs or symptoms must be isolated and discharged following details in the rule. A communicable disease chart must be readily available for parents and staff for reference. Children must be immunized and must have a medical statement signed by an approved individual

**UPDATE July 2020** - On May 29, 2020 transitional pandemic child care rules were created for child care centers (5101:2-12-02.2), family child care homes (5101:2-13-02.2), in-home aides (5101:2-14-02.2) and day camps (5101:2-18-03.1). These rules include screening prior to entering a program, isolation as a result of suspected COVID-19 symptoms, exclusion and quarantine requirements due to COVID-19.

UPDATE September 2020 - Effective August 9, 2020 transitional pandemic child care rules were updated for child care centers (5101:2-12-02.2), family child care homes (5101:2-13-02.2), in-home aides (5101:2-14-02.2) and day camps (5101:2-18-03.1). Additional items include assessment for COVID symptoms and face covering for children and staff. These rules returned all program types to pre-COVID ratio and group size requirements. These rules were updated again on August 25, 2020 to remove face shields as an acceptable face covering.

**UPDATE February 2021** - Effective December 11, 2020 transitional pandemic child care rules were updated for child care centers (5101:2-12-02.2), family child care homes (5101:2-13-02.2) and in-home aides (5101:2-14-02.2). Changes include additions to the list of symptoms when assessing for COVID-19 and increased handwashing requirements for children and staff. These emergency rules along with rule 5101:2-18-03.1 for day camps are being moved to permanent rules in April 2021.

-- List all citations for these requirements, including those for licensed and license-exempt programs

5101:2-12-15, 5101:2-12-16, 5101:2-13-15, 5101:2-13-16, 5101:2-14-04 and 5101:2-18-10

**UPDATE July 2020** -

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-02-2.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-2.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/DayCamp/Rules/5101-2-18-03-1.stm>

UPDATE September 2020 -

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/DayCamp/Rules/5101-2-18-03-1.stm>

**UPDATE February 2021**

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-2.stm>  
<https://emanuals.jfs.ohio.gov/ChildCare/DayCamp/Rules/5101-2-18-03-1.stm>

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Day camps do not have immunization requirements since they only serve school-age children and this is regulated by the school districts. Because in-home aides typically only care for the children of 1 family, there aren't as stringent communicable disease requirements like separation of children.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include prevention and control of infectious disease requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

School-age children do not have to meet immunization requirements as this is regulated by the school districts.

-- Describe if relatives are exempt from this requirement

NA

## 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Rule details restrictions on items in cribs and includes permissible crib sizes, back to sleep requirements and physician waiver options. Additionally, all children are required to be on their own individual crib/cot/mat for sleeping and must still be supervised while napping.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Ohio Administrative Code 5101:2-12-20, 5101:2-13-20 and 5101:2-14-04

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include prevention of sudden infant death syndrome and the use of safe-sleep practices requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

Infants under twelve months old shall be placed on their backs to sleep unless the parent provides written authorization on the [JFS 01235](#) "Sleep Position Waiver Statement for Child Care" (rev. 12/2016) signed by the child's physician. This is not applicable to day camps since they only serve school-age children.

-- Describe if relatives are exempt from this requirement

NA

### 3. Administration of medication, consistent with standards for parental consent

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

The parent completes the Request for Administration of Medication form for prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication to be given longer than three consecutive days in a fourteen-day period and nonprescription medications, food supplements or medical foods. Medication cannot be administered without written parent consent on the prescribed form.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-25, 5101:2-13-25,5101:2-14-04 and 5101:2-18-11

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

### 4. Prevention of and response to emergencies due to food and allergic reactions

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Programs are required to feed infants according to written plans from parents and only introduce new foods to infants after consulting with parents. For all ages, if a child has a known food allergy, the parent is required to complete a written Medical/Physical

Care Plan detailing the allergy, symptoms to look for and action needed. There are also training requirements and a trained person must be onsite whenever the child is in care.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-15, 5101:2-13-15, 5101:2-14-04 and 5101:2-18-11

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include prevention of and response to emergencies due to food and allergic reactions requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

NA

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include prevention of and response to emergencies due to food and allergic reactions requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe if relatives are exempt from this requirement

NA

5. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

These rules outline the safe equipment and environment requirements to include indoor equipment, electrical hazards, playground equipment, weapons and firearms, carbon monoxide detectors, cleaning and sanitizing products, pet regulations and swimming and water safety requirements.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-12, 5101:2-12-24, 5101:2-13-12, 5101:2-13-24, 5101:2-14-05 and 5101:2-18-13

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include building and physical premises safety requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

Must have parental permission before infants and toddlers can use wading pools.

-- Describe if relatives are exempt from this requirement

NA



6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment
- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

This standard is defined in the appendices to these rules: Prohibited Discipline Techniques. The appendix details techniques or practices that shall not be used by any child care staff member or employee as a means to control or discipline children. Shaking a baby is specifically and explicitly prohibited. All forms of abuse, including abusive head trauma are also prohibited.

- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-19, 5101:2-13-19, 5101:2-14-04 and 5101:2-18-09

- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

- Describe any variations based on the age of the children in care

There are not requirements to prevent shaken baby syndrome for day camps since they only serve school-age children

- Describe if relatives are exempt from this requirement

NA

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Programs have a disaster plan that outlines weather emergencies and natural disasters, indoor and outdoor lockdowns and evacuations, outbreaks and other epidemics, loss of power, water and heat and any other threatening situations. The plans include details for shelter in place or evacuation, assisting infants and children with special needs and/or health conditions, reunification with parents, location of supplies and procedures for gathering supplies if sheltering in place, plans for transporting children or when on field or routine trip and training/reassignment of staff as appropriate.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-16, 5101:2-13-16, 5101:2-14-04 and 5101:2-18-10

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include emergency preparedness and response planning requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

The storage of combustible materials is reviewed in the required fire inspections for centers, Type A homes and day camps. Since Type B homes do not have required fire inspections, this is covered in rule 5101:2-13-04. The rules require programs to follow standard precautions for the disposal of biocontaminants and includes requirements for the safe storage of hazardous materials like cleaning supplies

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-04, 5101:2-12-12, 5101:2-12-16, 5101:2-13-04, 5101:2-13-12, 5101:2-13-16, 5101:2-14-05, 5101:2-18-03, 5101:2-18-10, 5101:2-18-13

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Because in-home aides provide care in the child's own home, there are not fire requirements.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include handling and storage of hazardous materials and the appropriate disposal of bio-contaminants requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 9. Precautions in transporting children (if applicable)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

These rules outline what shall be available on trips: signed permission slips, identification on each child (program name, address, and telephone number), first aid supplies, medical forms, etc. These rules also outline the requirements for ratio, supervision, drivers, vehicles and inspections for vehicles when going on trips.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-14, 5101:2-13-14 and 5101:2-18-12

UPDATE September 2020

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-02-3.stm>

**UPDATE February 2021**

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-02-3.stm>

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Type B family child care homes who were licensed prior to the effective date of the rules are currently permitted to use converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers. Type B family child care homes licensed after the effective date of the rules are not permitted to use converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers. Beginning January 1, 2022 all Type B family child care homes are prohibited from using converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 only allowed for transportation with state approval. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not

previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE September 2020** - Effective August 25, 2020 temporary pandemic school age child care centers were only permitted to complete routine field trips that included to and from 1) the child's home; 2) the child's school; 3) another child care program. This program license type will remain until the Governor rescinds the state of emergency or directs ODJFS to return to pre-COVID licensing requirements

**UPDATE February 2021** - Effective December 11, 2020 temporary pandemic school age child care center rules were re-filed to continue to allow routine field trips that included to and from 1) the child's home; 2) the child's school; 3) another child care program. This program license type will remain until the Governor rescinds the state of emergency or directs ODJFS to return to pre-COVID licensing requirements. These emergency rule requirements are being moved to permanent rule in April 2021.

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

#### 10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Course content for pediatric CPR and pediatric first aid for all settings (centers, family child care and in-home aides and day camps): Follows guidelines, including length of training time, and curriculum designed by an Ohio Department of Job and Family Services approved health organization; is appropriate for all age groups the provider is currently serving; and is valid for the number of years as indicated on a card or form provided by the approved health organization.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101-2-14-03 and 5101:2-18-08

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Centers and day camps shall have at least one child care staff member on-site trained in pediatric CPR. Family child care requires the provider, child care staff member and substitutes (prior to being left alone with children) be trained in pediatric CPR. An in-home aide must have training in pediatric CPR.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include pediatric first aid requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

## 11. Recognition and reporting of child abuse and neglect

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child care providers and child care staff members are required to be current in a training on the identification and prevention of child abuse. Additionally, all are mandated to immediately report any suspicions of child abuse. ODJFS has created a one hour training that is required to be updated every two years for any staff member who is not current in the 6 hour child abuse course that is valid for a 3 year period.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10 and 5101-2-14-03 and 5101:2-18-08 as well as 5101:2-12-19 5101:2-13-19, 5101:2-14-04 & 5101:2-18-09

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care

NA

-- Describe if relatives are exempt from this requirement

NA

b) Does the Lead Agency include any of the following optional standards?

No, if no, skip to 5.2.3.

Yes, if yes provide the information related to the optional standards addressed.

#### 1. Nutrition

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Meal preparation/nutritional requirements include appropriately timed meals and snacks, portion sizes and nutritional requirements, physicians written instructions for modifications, specific requirements for breast milk, juice and milk and requirements for programs to create their own policies for parent's alternate diet.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 and 5101:2-14-02.1 effective March 24, 2020 did not include nutrition requirements. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-22, 5101:2-13-22 and 5101:2-14-04

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

In-home aides are required to provide nutritious, varied and appropriately timed meals and snacks for all children in accordance with the parent's wishes. Centers and family child care programs create their own meal plans in accordance with these rules unless there is written documentation from a physician or the parents to provide an alternative to the meals being served. Day camps do not have nutrition standards.

-- Describe any variations based on the age of the children in care.

Infants must be fed according to written directions from parents.

--Describe if relatives are exempt from this requirement

NA

## 2. Access to physical activity

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Programs are required to have large motor activities daily as well as outdoor play whenever the weather is over 20 degrees fahrenheit.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-17, 5101:2-13-17

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No physical activity requirements for in-home aides. Day camps do not have physical activity standards.

-- Describe any variations based on the age of the children in care.

Infants under the age of 12 months do not have to have outdoor play each day.



--Describe if relatives are exempt from this requirement

NA

### 3. Caring for children with special needs

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

In child care centers, children with special needs are required to be cared for in the age group that best meets the child's developmental needs.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 effective March 24, 2020 did not include special needs requirements. These policies ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

-- List all citations for these requirements, including those for licensed and license-exempt providers

5101:2-12-17, 5101:2-13-17, 5101:2-12-18

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Because family child care and in-home aides tend to serve multiple age groups together, there's no comparable requirement.

-- Describe any variations based on the age of the children in care.

Day camps only serve school-age children so this would not apply.

--Describe if relatives are exempt from this requirement

NA

### 4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

NA

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

NA

-- List all citations for these requirements, including those for licensed and license-exempt providers

NA

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

NA

-- Describe any variations based on the age of the children in care.

NA

--Describe if relatives are exempt from this requirement

NA

### **5.2.3 Health and safety training for CCDF providers on required topics.**

Lead Agencies are required to have minimum pre-service or orientation training requirements (to be completed within 3 months), as appropriate to the provider setting and the age of children served, that address the health and safety topics described in 5.2.2, and child development. Lead Agencies must also have ongoing training requirements on the health and safety topics for caregivers, teachers, and directors of children receiving CCDF funds (658E(c)(2)(I)(i); 98.44(b)(1)(iii)). The state/territory must describe its requirements for pre-service or orientation training and ongoing training. These trainings should be part of a broader systematic approach and progression of professional development (as described in section 6) within a state/territory. Lead Agencies have flexibility in determining the number of training hours to require, but they may consult with Caring for our Children Basics for best practices and the recommended time needed to address these training requirements.

Effective Date: 10/01/2018

## Pre-Service or Orientation Training Requirements

a) Provide the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors required for the following:

1. Licensed child care centers:

6

2. Licensed FCC homes:

6

3. In-home care:

6

4. Variations for exempt provider settings:

day camps - 5

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

30 days

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

Day Camp training does not include shaken baby, safe sleep and SIDS information as day camps are for school age children only.

d) Describe how the training is offered, including any variations in delivery (e.g. across standards, in rural areas, etc.) Note: There is no federal requirement on how a training must be delivered

The training is offered in a web-based training format that includes off-line activities and checklists. These activities are completed by the individual at the program and a review with the program administrator is encouraged.

e) Identify below the pre-service or orientation training requirements for each topic

(98.41(a)(1)(i through xi)).

1. Prevention and control of infectious diseases (including immunizations)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

### 5.2.3e 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development

requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

### 5.2.3e 3. Administration of medication, consistent with standards for parental consent

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home

Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 4. Prevention and response to emergencies due to food and allergic reactions

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

5.2.3e 5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not



previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30,

2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

### 5.2.3e 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees

family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service

orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 9. Appropriate precautions in transporting children (if applicable)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1,

employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 10. Pediatric first aid and CPR certification

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 11. Recognition and reporting of child abuse and neglect

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- Yes  
 No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes  
 No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

#### 5.2.3e 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-08, 5101:2-13-08, 5101:2-14-02 and 5101:2-18-08

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

This requirement is the same for center and family child care providers.

Relatives are not exempt from this requirement.

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

### 5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

NA

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

NA

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed



to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

NA

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1, employees in child care centers were not required to complete the pre-service orientation or staff orientation prior to being allowed to care for children unsupervised. Effective March 24, 2020 per rule 5101:2-13-02.1 employees family child care homes were not required to complete the staff orientation prior to being allowed to care for children unsupervised. This policy ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-03.1 In-Home Aides were not required to complete annual professional development requirements. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020 .

## Ongoing Training Requirements

### **5.2.4 Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors required for the following.**

Effective Date: 04/20/2020

a) Licensed child care centers:

6

**UPDATE July 2020** - Effective March 18, 2020 per rule 5101:2-12-02.1 child care center staff were not required to complete ongoing professional development. This policy ended

on May 30, 2020 for previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

b) Licensed FCC homes:

6

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-13-02.1 family child care staff were not required to complete ongoing professional development. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020.

c) In-home care:

6

**UPDATE July 2020** - Effective March 24, 2020 per rule 5101:2-14-02.1 in-home aides were not required to complete ongoing professional development. This policy ended on May 30, 2020. A waiver was approved for this change on April 27, 2020.

d) Variations for exempt provider settings:

day camps 5

**5.2.5 Describe the ongoing health and safety training for CCDF providers by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).**

Effective Date: 10/01/2018

1. Prevention and control of infectious diseases (including immunizations)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Center rules requires that at least one child care staff member (caregiver, teacher or director) be on site at all times who is current in the management of communicable disease training. Family Child Care rules require that the provider and all child care staff members (caregivers, teachers) be current in the management of communicable disease training. Rule requires that the training follow the guidelines and curriculum designed for child care staff by an ODJFS approved health organization or is at least six hours in length and follows the ODJFS/ODH curriculum. This initial training is valid for three years and may be updated by completing a three-hour review course covering the same topics to meet annual training requirements.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Day Camp rules requires that at least one child care staff member (caregiver, teacher or director) be on site at all times who is current in the management of communicable disease training. In-Home Aides must be current in the management of communicable disease training.

## 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

### 3. Administration of medication, consistent with standards for parental consent

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

#### 4. Prevention and response to emergencies due to food and allergic reactions

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development

annually. In-home Aid are required to complete 6 hours of professional development annually.

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants



-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

#### 9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually. Driver transportation training is required annually for centers. Family child care providers must also take the training.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

#### 10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Center rules requires that at least one child care staff member (caregiver, teacher of director) be on site at all times who is current in first aid and CPR. Family Child Care rules require that the provider and all child care staff member (teachers, caregivers) be current in first aid and CPR. The training shall be appropriate for all of the ages of children in care. Rule requires that the first aid training follow guidelines, including length of training time, and curriculum designed for child care staff by an Ohio Department of Job and Family Services (ODJFS) approved health organization. First Aid training may include CPR training or the CPR training may be a separate course. First aid and CPR training is valid for the number of years indicated on a card or form provided by the approved health organization and may be updated by completion of a three-hour review course covering the same topics or completion of the full course.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Day Camp rules requires that at least one child care staff member (teacher, caregiver, director) be on site at all times who is current first aid and CPR. In-Home Aides must be current in the management of first aid and CPR. The training shall be appropriate for all of the ages of children in care. Rule requires that the first aid training follow guidelines, including length of training time, and curriculum designed for child care staff by an Ohio Department of Job and Family Services (ODJFS) approved health organization. First Aid training may include CPR training or the CPR training may be a separate course. First aid and CPR training is valid for the number of years indicated on a card or form provided by the approved health organization and may be updated by completion of a three-hour review course covering the same topics or completion of the full course.

## 11. Recognition and reporting of child abuse and neglect

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Center rules require that any caregiver, teacher and director not current in the 6 hour child abuse course must complete the ODJFS created child abuse overview training every two years. Family Child Care rules require the provider to remain current in the 6 hour child abuse course and all caregivers and teachers must complete the ODJFS created child abuse overview training every two years.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

All day camp teaches and caregivers and administrators must complete the ODJFS created child abuse overview training every two years. In-Home Aides must remain current in tech 6 hour child abuse training.

## 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Center and family child care rules require caregivers, teachers and directors to complete 6 hours of professional development annually.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

This training topic is an accepted training topic to meet the requirement for annual professional development as selected by the staff member. Day camp rules require caregivers, teachers and directors to complete 5 hours of professional development annually. In-home Aid are required to complete 6 hours of professional development annually.

13. Describe other requirements such as nutrition, physical activities, caring for children with special needs, etc..

Centers, family child care and in-home aide rules include the following topics as meeting the annual training requirement:

Child Growth and Development

Family/Community Relations

Daily Planning, Child Observation and Assessments

Career Development

Learning Environments and Experiences

Ohio Approved trainings

Day Camp staff can complete professional development in the categories approved by

the American Camp Association or other similar camp accrediting body approved by ODJFS.

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

5101:2-12-10, 5101:2-13-10, 5101:2-14-04 and 5101:2-18-08

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

These training topics are accepted training topics to meet the requirement for annual professional development as selected by the staff member.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

These training topics are accepted training topics to meet the requirement for annual professional development as selected by the staff member.

## 5.3 Monitoring and Enforcement Policies and Practices for CCDF Providers

### **5.3.1 Enforcement of licensing and health and safety requirements**

Lead agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable State and local health and safety requirements, including those described in 98.41 (98.42(a)). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings,

any documentation required to be maintained by child care providers or any other monitoring procedures to ensure compliance. Note: Inspection requirements are described starting in 5.3.2.

To certify, describe the procedures to ensure that CCDF providers comply with all applicable State and local health and safety requirements

During inspections, applicable health and safety requirements are inspected. Other areas monitored include, but are not limited to: background checks, health and safety trainings, staff qualifications, supervision, ratios, medication administration, and environmental safety inside and outside the facility. If a provider is cited as non-compliant, the provider is required to submit a corrective action plan explaining the measures taken to correct the violation(s).

Effective Date: 10/01/2018

### 5.3.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections-with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards-of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)). Certify by responding to the questions below to describe your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

Effective Date: 03/24/2020

#### a) Licensed CCDF center-based child care

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed child care center providers for compliance with health, safety, and fire standards

The center must demonstrate compliance for all requirements in OAC 5101:2-12 or 5101:2-13, which outline health, safety, and fire standards during an inspection. The

program must also demonstrate compliances through a satisfactory corrective action plan if cited. The corrective action plan describes the steps taken by the program to correct the non-compliances that were observed during the pre-licensing inspection.

## 2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

1. The Ohio Department of Job and Family Services (ODJFS) follows a risk assessment differential monitoring unannounced inspection model for child care centers. All child care centers receive at least one licensing inspection each state fiscal year (SFY). Based on the compliance at this inspection, additional inspections are conducted prior to the end of the SFY. Additionally, complaint inspections are conducted for each provider type and all inspections are unannounced.

All programs licensed by the Ohio Department of Education receive at least one annual, unannounced inspection by an agency specialist. Programs may receive multiple visits to address scenarios such as complaints and serious risk non-compliances.

**UPDATE July 2020** - The Director of Health's Order issued on March 24, 2020 closed all child care programs effective March 25, 2020. As a result of this closure, some programs did not receive an annual inspection. A waiver was approved for this on April 27, 2020.

## 3. Identify the frequency of unannounced inspections:

- Once a year
- More than once a year

### Describe:

The Ohio Department of Job and Family Services (ODJFS) follows a risk assessment differential monitoring inspection model for child care centers. All child care centers receive at least one licensing inspection each state fiscal year (SFY). Based on the compliance at this inspection, additional inspections are conducted prior to the end of the SFY.



All programs licensed by the Ohio Department of Education receive at least one annual, unannounced inspection by an agency specialist. Programs may receive multiple visits to address scenarios such as complaints and serious risk non-compliances

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

The Ohio Department of Job and Family Services (ODJFS) follows a risk assessment differential monitoring unannounced inspection model for child care centers. All rules have a point value attached, which indicates three risk levels, which includes CCDBG required health, safety and fire standards. Based on the non-compliances during their first annual inspection, it may dictate additional monitoring inspections throughout the year. All Ohio Department of Education licensed programs receive at least one unannounced onsite visit to verify rule compliance that includes CCDBG required health, safety and fire standards, and if applicable, implementation of corrective action plans. The center may demonstrate compliance during an inspection or by providing a satisfactory corrective action plan which describes the steps taken by the program to correct the noncompliance that was observed during the licensing inspection.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

OAC 5101:2-12-03. Further explanation may be found in Child Care Center Manual Procedure Letter No. 11.

[http://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/2017-Preschool\\_Licensing.pdf.aspx?lang=en-US](http://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/2017-Preschool_Licensing.pdf.aspx?lang=en-US) .

b) Licensed CCDF family child care home

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed family child care providers for compliance with health, safety, and fire standards

Licensed family child care homes must demonstrate compliance with all rules prior to obtaining a provisional license including health, safety and fire standards. The provider

may demonstrate compliance during an inspection or by providing a satisfactory corrective action plan which describes the steps taken by the program to correct the noncompliance that was observed during the pre-licensing inspection.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF family child care providers

All family child care providers receive two compliance inspections annually and at least one must be unannounced. These inspections are conducted by the county agency each state fiscal year.

**UPDATE July 2020** - The Director of Health's Order issued on March 24, 2020 closed all child care programs effective March 25, 2020. As a result of this closure, some programs did not receive an annual inspection. A waiver was approved for this on April 27, 2020.

3. Identify the frequency of unannounced inspections:

- Once a year  
 More than once a year

Describe:

Family child care providers receive an additional compliance inspection conducted by the county agency each state fiscal year which may be unannounced. If applicable, family child care providers may also receive complaint inspections conducted by the county agency which may be unannounced.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

Family child care programs do not follow a risk assessment monitoring process, however they receive two unannounced inspections each state fiscal year which include monitoring of CCDBG health, safety and fire standards.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers

OAC 5101:2-13 details the requirements for inspections for family child care providers.

c) Licensed in-home CCDF child care

N/A. In-home CCDF child care (care in the child's own home) is not licensed in the State/Territory. Skip to 5.3.2 (d).

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed in-home child care providers for compliance with health, safety, and fire standards

NA

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF in-home child providers

NA

3. Identify the frequency of unannounced inspections:

Once a year

More than once a year

Describe:

NA

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that in-home CCDF child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

NA

5. List the citation(s) for your state/territory's policies regarding inspections for licensed in-home CCDF providers

NA

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers

Staff from the Ohio Department of Job and Family Services conduct inspections for centers and approved day camps, county department of job and family services agencies staff conduct inspections for family child care providers and in-home aides, and staff from

the Ohio Department of Education (ODE) conduct inspections on programs approved for publicly funded child care that are licensed by ODE.

### 5.3.3 Inspections for license-exempt CCDF providers

Lead Agencies must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety (including, but not limited to, those requirements described in 98.41), and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). Lead Agencies have the option to exempt relative providers (as described in section (658P(6)(B)) from this requirement. To certify, respond to the questions below to describe the policies and practices for the annual monitoring of:

Effective Date: 03/24/2020

a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

NA

Provide the citation(s) for this policy or procedure

NA

b) License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

NA

Provide the citation(s) for this policy or procedure

NA

c) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from monitoring, and if differential monitoring is used

Monitoring visits are completed annually by the county agencies and are always

unannounced.

**UPDATE July 2020** - The Director of Health's Order issued on March 24, 2020 closed all child care programs effective March 25, 2020. As a result of this closure, some programs did not receive an annual inspection. A waiver was approved for this on April 27, 2020.

Provide the citation(s) for this policy or procedure

<http://emanuals.ifs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-06.stm> 5101:2-14-06

d) Lead Agencies have the option to develop alternate monitoring requirements for care provided in the child's home (98.42(b)(2)(iv)(B)). Does your state use alternate monitoring procedures for monitoring in-home care?

No

Yes. If yes,

describe:

NA

e) List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers

The county agencies regulate in-home aides. The state regulates approved day camps.

### 5.3.4 Licensing inspectors.

Effective Date: 10/01/2018

Lead Agencies will have policies and practices that ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the State's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1-2)).

a) To certify, describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care

facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1-2)).

a) Child care licensing specialists hired by the lead agency must meet all of the requirements identified below. Inspectors hired by the county agencies must meet the requirements of the agency. Lead agency inspectors complete a six month training of the licensing rules, policies, and procedures that includes mentoring and observation prior to receiving a caseload.

1. Complete an undergraduate core program in early childhood / human development, social or behavioral sciences or 24 months' experience working in child care or child welfare programs.

2. Have six months training or experience in agency, state, and or federal laws, rules, standards, and regulations governing child care and or child welfare programs and six months training or experience in inspection and investigation techniques.

3. Have a valid driver's license.

4. Trainer qualifications as identified in OAC 5101:2-12-10 or 5101:2-13-10.

Ohio Department of Education licensing specialists receive an annual orientation and ongoing training on preschool and school age childcare rules and laws to ensure they understand and appropriately monitor health and safety requirements.

b) Provide the citation(s) for this policy or procedure

OAC 5101:2-12-10 or 5101:2-13-10.

**5.3.5 The states and territories shall have policies and practices that require the ratio of licensing inspectors to child care providers and facilities in the state/territory to be maintained at a level sufficient to enable the state/territory to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, state, and local laws (658E(c)(2)(K)(i)(III); 98.42(b)(3)).**

Effective Date: 10/01/2018

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e. number of inspectors per number of child

care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective inspections on a timely basis.

The Ohio Department of Job and Family Services currently maintains a ratio of approximately 1:75 with regional offices located throughout the state. The Ohio Department of Education specialists are recruited and assigned regionally throughout the state based on the number of program required to be monitored, with caseloads ranging from 75-115. For both agencies, regional locations reduce travel time and increase efficiency in ensuring all programs receive inspections as required.

**b) Provide the policy citation and state/territory ratio of licensing inspectors**

There is no policy citation for the ratio of licensing inspectors

**5.3.6 States and territories have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from inspection requirements. Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from the inspection requirements listed in 5.3.3?**

Effective Date: 10/01/2018

Yes, relatives are exempt from all inspection requirements.

If the state/territory exempts relatives from all inspection requirements, describe how the state ensures the health and safety of children in relative care.

NA

Yes, relatives are exempt from some inspection requirements.

If the state/territory exempts relatives from the inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the State ensures the health and safety of children in relative care.

NA

No, relatives are not exempt from inspection requirements.

## 5.4 Criminal Background Checks

The CCDBG Act requires states and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children (98.43(2)). For FCC homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(2)(B)(ii)).

A criminal background check must include 8 specific components (98.43(2)(b)), which encompass 3 in-state checks, 2 national checks, and 3 inter-state checks

<b>Components</b>	<b>In-State</b>	<b>National</b>	<b>Inter-State</b>
1. Criminal registry or repository using fingerprints in the current state of residency	x		
2. Sex offender registry or repository check in the current state of residency	x		
3. Child abuse and neglect registry and database check in the current state of residency	x		
4. FBI fingerprint check		x	
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)		x	
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional			x
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years			x
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years			x

In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check requirements, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is



committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant milestones for background check requirements are met.

In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met by responding to questions 5.4.1 through 5.4.4 and then apply for the time-limited waiver by completing the questions in Appendix A: Background Check Waiver Request Form. By September 30, 2018, states and territories must have requirements, policies and procedures for four specific background check components, and must be conducting those checks for all new (prospective) child care staff, in accordance with 98.43 and 98.16(o):

--The national FBI fingerprint check; and,	
--The three in-state background check provisions for the current state of residency:	
	--state criminal registry or repository using fingerprints;
	--state sex offender registry or repository check;
	--state-based child abuse and neglect registry and database.

All four components are required in order for the milestone to be considered met.

Components	New (Prospective) Staff	Existing Staff
1. Criminal registry or repository using fingerprints in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
2. Sex offender registry or repository check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
3. Child abuse and neglect registry and database check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
4. FBI fingerprint check	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing)	

	staff
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff

Use the questions below to describe the status of the requirements, policies and procedures for background check requirements. These descriptions must provide sufficient information to demonstrate how the milestone prerequisites are being met and the status of the other components that are not part of the milestone. Lead Agencies have the opportunity to submit a waiver request in Appendix A: Background Check Waiver Request Form, for components not included in the milestones. Approval of these waiver requests will be subject to verification that the milestone components have been met as part of the CCDF Plan review and approval process.

## In-state Background Check Requirements

### **5.4.1 In-State Criminal Registry or Repository Checks with Fingerprints Requirements (98.43(b)(3)(i)).**

Note: A search of a general public facing judicial website does not satisfy this requirement. This check is required in addition to the national FBI criminal history check (5.4.4 below) to mitigate any gaps that may exist between the two sources.

Effective Date: 03/18/2020

a) Milestone #1 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The staff member submits their fingerprints at a local WebCheck Agency who holds a contract with the Ohio Attorney General's office, requesting the state fingerprint background checks be completed using the child care reason code and to have the results sent directly to the Ohio Department of Job and Family Services (ODJFS). The staff member also submits a request to ODJFS to have the remaining background checks completed. The WebCheck Agency sends the fingerprints to the Ohio Attorney

General's office to have the criminal background check completed. The results are then sent to ODJFS electronically or via postal mail, as applicable, for review and assessment. The following individuals are required to have a background check completed: certified In-Home Aides; owners, administrators, employees and child care staff members of licensed centers; family child care providers, residents, employees and child care staff members of family child care homes; owners, administrators, employees and child care staff members of day camps approved to provide publicly funded child care. ; and owners, administrators, employees and child care staff members of programs approved to provide publicly funded child care licensed by the Ohio Department of Education. 5101:2-12-09, 5101:2-13-09, 5101:2-14-03, 5101:2-16-43 and 5101:2-18-07

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 effective March 24, 2020 required all employees and child care staff members (including the owner and administrator) to submit an in-state criminal check within seven calendar days of the individual's date of hire. These policies ended on May 30, 2020 for family child care homes, in-home aides and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-1.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-021.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-1.stm>

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations  
Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded

b) Has the search of the in-state criminal registry or repository, with the use of fingerprints, been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs licensed by ODE approved to provide publicly funded child care have completed the state criminal record checks. The results were sent to the Ohio Department of Job and Family Services (ODJFS) by January 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCCMTL/CCCMTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMTL/FCCMTL-7.stm> and

Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child

Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMTL/CCMTL-141.stm> . All

individuals in approved day camps have completed the state criminal record checks.

The results were sent to the Ohio Department of Job and Family Services (ODJFS) by July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Day Camp Manual Transmittal Letter

No. 7 <http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDMTL/CCDMTL-7.stm>

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

## 5.4.2 In-State Sex Offender Registry Requirements (98.43(b)(3)(B)(ii)).

Note: This check must be completed in addition to the national NCIC sex offender registry check (5.4.5 below) to mitigate any gaps that may exist between the two sources. Use of fingerprints is optional to conduct this check.

Effective Date: 10/01/2018

a) Milestone #2 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state sex offender registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The staff member submits a request to the Ohio Department of Job and Family Services (ODJFS) to have their background checks completed. This request initiates the background check assessment process, which includes reviewing the state sex offender registry. The following individuals are required to have a background check completed: certified In-Home Aides; owners, administrators, employees and child care staff members of licensed centers; family child care providers, residents, employees and child care staff members of family child care homes; owners, administrators, employees and child care staff members of day camps approved to provide publicly funded child care; and owners, administrators, employees and child care staff members of programs approved to provide publicly funded child care licensed by the Ohio Department of Education. 5101:2-12-09, 5101:2-13-09, 5101:2-14-03, 5101:2-16-43 and 5101:2-18-07.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded.

b) Has the search of the in-state sex offender registry been conducted for all current

(existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs licensed by ODE approved to provide publicly funded child care submitted a request to ODJFS by January 1, 2018 to process the background checks, which includes the in-state sex offender registry checks. The results were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCMCTL/CCMCTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMCTL/FCCMCTL-7.stm> and

Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child

Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMCTL/CCMCTL-141.stm> . All

individuals in approved day camps have completed in-state sex offender registry checks. The results were sent to the Ohio Department of Job and Family Services (ODJFS) by July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Day Camp Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDMTL/CCDMTL-7.stm>

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

### 5.4.3 In-State Child Abuse and Neglect Registry Requirements (98.43(b)(3)(B)(iii)).

Note: This is a name-based search.

Effective Date: 10/01/2018

a) Milestone #3 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state child abuse and neglect registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The staff member submits a request to the Ohio Department of Job and Family Services (ODJFS) to have their background checks completed. This request initiates the background check assessment process, which includes reviewing the state child abuse and neglect registry. The following individuals are required to have a background check completed: certified In-Home Aides; owners, administrators, employees and child care staff members of licensed centers; family child care providers, residents, employees and child care staff members of family child care homes; owners, administrators, employees and child care staff members of day camps approved to provide publicly funded child care; and owners, administrators, employees and child care staff members of programs approved to provide publicly funded child care licensed by the Ohio Department of Education. 5101:2-12-09, 5101:2-13-09, 5101:2-14-03, 5101:2-16-43 and 5101:2-18-07.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded.

b) Has the search of the in-state child abuse and neglect registry been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs licensed by ODE approved to provide publicly funded child care submitted a request to ODJFS by January 1, 2018 to process the background checks, which includes the state child abuse and neglect registry checks. The results were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCMCTL/CCMCTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-7.stm> and

Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child

Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMCTL/CCMCTL-141.stm> . All

individuals in approved day camps have completed the state child abuse and neglect registry checks. The results were sent to the Ohio Department of Job and Family Services (ODJFS) by July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Day Camp Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDMTL/CCDMTL-7.stm>

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state child abuse and neglect registry for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible



providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

## National Background Check Requirements

### **5.4.4 National FBI Criminal Fingerprint Search Requirements (98.43(b)(1)).**

Note: The in-state (5.4.1 above) and the inter-state (5.4.6 below) criminal history check must be completed in addition to the FBI fingerprint check because there could be state crimes that do not appear in the national repository. Also note, that an FBI fingerprint check satisfies the requirement to perform an interstate check of another State's criminal history records repository if the responding state (where the child care staff member has resided within the past five years) participates in the National Fingerprint File program (CCDF-ACF-PIQ-2017-01).

Effective Date: 03/18/2020

a) Milestone #4 Prerequisite for New (Prospective) Child Care Staff. Describe the requirements, policies and procedures for the search of the National FBI fingerprint check.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The staff member submits a request to the Ohio Department of Job and Family Services (ODJFS) to have their background checks completed. This request initiates the background check assessment process, which includes reviewing the federal fingerprint check. The following individuals are required to have a background check completed: certified In-Home Aides; owners, administrators, employees and child care staff members of licensed centers; family child care providers, residents, employees and child care staff members of family child care homes; owners, administrators, employees and child care staff members of day camps approved to provide publicly funded child care; and owners, administrators, employees and child care staff members of programs approved to provide publicly funded child care licensed by the Ohio Department of

Education. 5101:2-12-09, 5101:2-13-09, 5101:2-14-03, 5101:2-16-43 and 5101:2-18-07.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 effective March 24, 2020 required all employees and child care staff members (including the owner and administrator) to submit a federal criminal check within seven calendar days of the individual's date of hire. These policies ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-1.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-021.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-1.stm>

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded.

b) For all current (existing) child care staff, has the FBI criminal fingerprint check been conducted?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs licensed by ODE approved to provide publicly funded child care have completed the federal criminal record checks. The results were sent to the Ohio Department of Job and Family Services (ODJFS) by January 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCCMTL/CCCMTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMTL/FCCMTL-7.stm> and Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMTL/CCMTL-141.stm> . All

individuals in approved day camps have completed the federal criminal record checks.

The results were sent to the Ohio Department of Job and Family Services (ODJFS) by July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for

implementation was outlined in the Child Care Day Camp Manual Transmittal Letter

No. 7 <http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDMTL/CCDMTL-7.stm>

- No. (Waiver request allowed. See Appendix A). Describe the status of conducting the FBI fingerprint check for current (existing) child care staff including:
- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
  - Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)
  - Key challenges to fully implementing this requirements
  - Strategies used to address these challenges

Describe:

## National Background Check Requirements

### **5.4.5 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search Requirements (98.43(b)(2)).**

Note: This is a name-based search. Searching general public facing sex offender registries does not satisfy this requirement. This national check must be required in addition to the in-state (5.4.2 above) or inter-state (5.4.7 below) sex offender registry check requirements. This

check must be performed by law enforcement.

Effective Date: 10/01/2018

a) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all new (prospective) child care staff

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Ohio Revised Code does not permit the Ohio Department of Job and Family Services (ODJFS) to have access to the NCIC Registry. ODJFS is currently working with the Ohio Attorney General's Office and Ohio Department of Public Safety to develop a plan to obtain the appropriate access to meet the requirement. In the interim, Ohio is using the public facing web page to complete the National Sex Offender checks.

b) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Ohio Revised Code does not permit the Ohio Department of Job and Family Services (ODJFS) to have access to the NCIC Registry. ODJFS is currently working with the Ohio Attorney General's Office and Ohio Department of Public Safety to develop a plan to obtain the appropriate access to meet the requirement. In the interim, Ohio is using the public facing web page to complete the National Sex Offender checks.

## Inter-state Background Check Requirements

Checking a potential employee's history in any state other than that in which the provider's services are provided qualifies as an inter-state check, per the definition of required criminal background checks in 98.43(b)(3). For example, an inter-state check would include situations when child care staff members work in one state and live in another state. The statute and regulations require background checks in the state where the staff member resides and each state where the staff member resided during the previous 5 years. Background checks in the state where the staff member is employed may be advisable, but are not strictly required.

**5.4.6 Interstate Criminal Registry or Repository Check Requirement (including in any other state where the individual has resided in the past 5 years). (98.43 (b)(3)(i)).**

Note: It is optional to use a fingerprint to conduct this check. Searching a general public facing judicial website does not satisfy this requirement. This check must be completed in addition to the national FBI history check (5.4.4 above) to mitigate any gaps that may exist between the two sources (unless the responding state participates in the National Fingerprint File program).

Effective Date: 03/18/2020

a) Has the interstate criminal registry or repository check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The Ohio Department of Job and Family Services contacts the previous state and requests information for the individual; however, not all states are permitted to provide information.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02.1 effective March 24, 2020 required all employees and child care staff members (including the owner and administrator) to submit an interstate criminal check within seven calendar days of the individual's date of hire. These policies ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-1.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-021.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-1.stm>

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible

providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded. The Ohio Department of Job and Family Services, contacts the previous state and requests information for the individual; however, not all states are permitted to provide information.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the interstate criminal registry or repository check for new (prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

b) Has the interstate criminal registry or repository check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs licensed by ODE approved to provide publicly funded child care submitted a request to ODJFS by January 1, 2018 to process the background checks, which includes the interstate criminal record checks. The results were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCCMTL/CCCMTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMTL/FCCMTL-7.stm> and

Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMTL/CCMTL-141.stm> . All

individuals in approved day camps have completed the interstate criminal record checks. The results were sent to the Ohio Department of Job and Family Services (ODJFS) by July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Day Camp Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDML/CCDML-7.stm>

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate criminal registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

#### **5.4.7 Interstate Sex Offender Registry or Repository Check Requirements (including in any state where the individual has resided in the past 5 years). (98.43 (b)(3)(ii)).**

Note: It is optional to use a fingerprint to conduct this check. This check must be completed in addition to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) (5.4.5 above) to mitigate any gaps that may exist between the two sources.

Effective Date: 10/01/2018

a) Has the interstate sex offender registry or repository check been put in place for all new (prospective) child care staff?



Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The Ohio Department of Job and Family Services contacts the previous state and requests information for the individual; however, not all states are permitted to provide information.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded. The Ohio Department of Job and Family Services contacts the previous state and requests information for the individual; however, not all states are permitted to provide information.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

b) Has the interstate sex offender registry or repository check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs

licensed by ODE approved to provide publicly funded child care submitted a request to ODJFS by January 1, 2018 to process the background checks, which includes the interstate sex offender checks. The results were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCCMTL/CCCMTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMTL/FCCMTL-7.stm> and

Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child

Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMTL/CCMTL-141.stm> . All

individuals in approved day camps have completed the interstate sex offender checks.

The results were sent to the Ohio Department of Job and Family Services (ODJFS) by

July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for

implementation was outlined in the Child Care Day Camp Manual Transmittal Letter

No. 7 <http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDMTL/CCDMTL-7.stm>

ODJFS contacts the previous state and requests information for the individual;

however, not all states are permitted to provide information

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

#### 5.4.8 Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

Note: This is a name-based search.

Effective Date: 10/01/2018

a) Has the interstate child abuse and neglect check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

The Ohio Department of Job and Family Services, contacts the previous state and requests information for the following individuals: certified In-Home Aides; owners, administrators, employees and child care staff members of licensed centers; family child care providers, residents, employees and child care staff members of family child care homes; owners, administrators, employees and child care staff members of day camps approved to provide publicly funded child care; and owners, administrators, employees and child care staff members of programs approved to provide publicly funded child care licensed by the Ohio Department of Education; however, not all states are permitted to provide information.

5101:2-12-09, 5101:2-13-09, 5101:2-14-03, 5101:2-16-43 and 5101:2-18-07.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Ohio does not maintain separate rules for programs that are CCDF funded and non-CCDF funded.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for new (prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

NA

b) Has the interstate child abuse and neglect check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

All individuals in licensed centers, Type A Homes, Type B Homes, IHAs and programs licensed by ODE approved to provide publicly funded child care submitted a request to ODJFS by January 1, 2018 to process the background checks, which includes the interstate child abuse and neglect checks. The results were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Center Manual Transmittal Letter No. 17

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/CCMCTL/CCMCTL-17.stm>

and Family Child Care Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-7.stm> and

Family Child Care Manual Procedure Letter No. 9

<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/FCCMPL/FCCMPL-9.stm>

Child Care In-home Aide Manual Transmittal Letter No. 3

<http://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/CCIMTL/CCIMTL-3.stm> and Child

Care Manual Transmittal Letter No. 141

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/CCMCTL/CCMCTL-141.stm> . All

individuals in approved day camps have completed the interstate child abuse and neglect checks. The results were sent to the Ohio Department of Job and Family Services (ODJFS) by July 1, 2018 and were assessed by ODJFS to determine eligibility. This process for implementation was outlined in the Child Care Day Camp Manual Transmittal Letter No. 7

<http://emanuals.jfs.ohio.gov/ChildCare/DayCamp/CCDRTL/CCDRTL-7.stm> The Ohio Department of Job and Family Services, contacts the previous state and requests information for the individual; however, not all states are permitted to provide information.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for current (existing) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

NA

## **Provisional Employment**

The CCDF final rule states a child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter (98.43(d)(1) and (2)). A prospective child care staff member may not begin work until one of the following results have been returned as satisfactory: either the FBI fingerprint check or the search of the state/territory criminal registry or repository using fingerprints in the state/territory where the staff member resides. The child care staff member must be supervised at all times pending completion of all the background check components (98.43(d)(4)).

Note: In recognition of the concerns and feedback OCC received related to the provisional hire provision of the CCDF final rule, OCC will allow states and territories to request time-limited waiver extensions for the provisional hire provision. State/territories may submit a waiver request to allow additional time to meet the requirements related to provisional hires (see Appendix A). A state/territory may receive a waiver from this requirement only when:

1. the state requires the provider to submit the background check requests before the staff person begins working; and

2. the staff member, pending the results of the elements of the background check, is supervised at all times by an individual who has completed the background check.

**5.4.9 Describe the state/territory requirements related to prospective child care staff members using the checkboxes below. (Waiver request allowed. See Appendix A). Check all that apply.**

Effective Date: 03/18/2020

- The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after completing and receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides.

Describe and include a citation:

An administrator, provider child care staff member or employee in a center, family child care home or day camp, hired on or after the effective date of the rules, cannot engage in any assigned duties or be near children prior to receiving preliminary approval. These same individuals who have preliminary approval but no final determination of eligibility on file shall not be left alone with children and shall be supervised at all times by an eligible individual. Rule citations include 5101:2-12-09, 5101:2-13-09, 5101:2-18-07. Until preliminary approval is received from ODJFS, an administrator, child care staff member or employee hired on or after the effective date of the rule cannot engage in any assigned duties or be near children. A child care staff member with preliminary approval, but not a final determination of eligibility, cannot be left alone with children and must be supervised at all times by another child care staff member who has been determined eligible.

- The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after the request has been submitted, but before receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides. Note: A waiver request is allowed for this provision (see Appendix A).

Describe and include a citation:

NA.

**UPDATE July 2020** - Temporary pandemic child care rule 5101:2-12-02.1, effective March 18, 2020 and rules 5101:2-13-02. 1 effective March 24, 2020 allowed for child

care staff to be used in ratio but not be left alone with children until the federal or state criminal results and approval from the state were on file at the program. These policies ended on May 30, 2020 for family child care homes and previously licensed child care centers and on June 9, 2020 for temporary pandemic child care centers who were not previously licensed. A waiver was approved for this change on April 27, 2020.

<https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-02-1.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-021.stm>

<https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-02-1.stm>

Other.

Describe:

NA

**5.4.10 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.**

Effective Date: 10/01/2018

Describe the requirements, policies, and procedures in place to respond as expeditiously as possible to other states', territories', and tribes' requests for background check results to accommodate the 45-day timeframe, including any agencies/entities responsible for responding to requests from other states (98.43(a)(1)(iii)).

Once the Ohio Department of Job and Family Services (ODJFS) receives a request for child care background check information from another state, ODJFS provides information regarding if the individual is eligible to work based on the background check requirements. If the individual is ineligible, ODJFS specifies if the ineligibility is due to Ohio requirements or federal requirements as outlined in the block grant. The agency is typically able to respond to other states', territories' and tribes' requests within 30 days; however extenuating circumstances may extend that response time to up to 45 days

including if the request was submitted without all of the required information needed to process the request.

**5.4.11 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or - subject to an individual review (at the state/territory's option)- a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes - child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).**

Note: The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).

Effective Date: 10/01/2018

Does the state/territory disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(c)(i)?

No

Yes.

Describe other disqualifying crimes and provide citation:

If an individual has been convicted or pleaded guilty to an offense listed in section 109.572 of the Ohio Revised Code and does not meet the rehabilitation criteria as outlined in 5101:2-12, 5101:2-13, 5101:2-14, and 5101:2-18 of the Ohio Administrative Code, they will be determined ineligible to work in Ohio.



**5.4.12 The state/territory has a process for a child care staff member to appeal the the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3).**

Effective Date: 10/01/2018

Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2-4)).

If the individual disagrees with the background check eligibility decision, they may request a review of the decision by the Ohio Department of Job and Family Services. Documentation of the records are not distributed, but information regarding the record is presented to a committee to review the request and determine if the decision of eligibility should be overturned. If an individual has been convicted or pleaded guilty to an offense listed in section 109.572 of the Ohio Revised Code and does not meet the rehabilitation criteria as outlined in 5101:2-12, 5101:2-13, 5101:2-14, and 5101:2-18 of the Ohio Administrative Code, they will be determined ineligible to work and the decision may not be overturned.

**5.4.13 The state/territory may not charge fees that exceed the actual costs of processing applications and administering a criminal background check (98.43(f)).**

Effective Date: 10/01/2018

Describe how the state/territory ensures that fees charged for completing the background checks do not exceed the actual cost of processing and administration, regardless of whether they are conducted by the state/territory or a third-party vendor or contractor. Lead Agencies can report that no fees are charged if applicable (98.43(f)).

The WebCheck Agencies that are contracted with the Ohio Attorney General's office charge the associated fees to submit the fingerprints to the Ohio Attorney General's office and have the criminal records sent to the Ohio Department of Job and Family

Services (ODJFS). ODJFS does not charge any additional fees to complete the remaining checks or send the eligibility information.

**5.4.14 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, states have the flexibility to decide which background check requirements relative providers must meet, as defined by CCDF in 98.2 under eligible child care provider.**

Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from background checks?

Effective Date: 10/01/2018

- No, relatives are not exempt from background check requirements.
- Yes, relatives are exempt from all background check requirements.
- Yes, relatives are exempt from some background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers.

NA

## 6 Recruit and Retain a Qualified and Effective Child Care Workforce

This section covers the state or territory framework for training, professional development, and post-secondary education (98.44(a)); provides a description of strategies used to strengthen the business practices of child care providers (98.16(z)); and addresses early learning and developmental guidelines.

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). This framework is part of a broader systematic approach building on health and safety training (as described in section 5) within a state/territory. States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of

professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

## 6.1 Professional Development Framework

**6.1.1 Each state or territory must describe their professional development framework for training, professional development, and post-secondary education for caregivers, teachers and directors, which is developed in consultation with the State Advisory Council on Early Childhood Education and Care or similar coordinating body. The framework should include these components: (1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing (98.44(a)(3)). Flexibility is provided on the strategies, breadth, and depth with which states and territories will develop and implement their framework.**

Effective Date: 10/01/2018

a) Describe how the state/territory's framework for training and professional development addresses the following required elements:

-- State/territory professional standards and competencies. Describe:

Ohio has developed Core Knowledge and Competencies for program administrators, early childhood mental health professionals, after school professionals.

-- Career pathways. Describe:

Ohio has a Career Pathways Model that is embedded in licensing and Step Up To Quality requirements. A recent revision provides additional focus on the Child Development Associate Credential.

-- Advisory structure. Describe:

Ohio has an Early Childhood Advisory Council (ECAC) that provides input and guidance to the administration of the Governor on early childhood programs. ECAC membership includes a diverse array of stakeholders from early childhood programs, schools, health,

social services, unions, philanthropy and other groups. The Ohio Department of Job and Family Services also has a Child Care Advisory Council (CCAC) with a membership comprised of state agency representatives, child care centers, family child care homes, Head Start, parents, county department of job and family services agencies and community stakeholders.

-- **Articulation. Describe:**

Representatives from the Ohio Department of Education, the Ohio Head Start Collaboration Director, the Ohio Child Care Resource and Referral Association, the Ohio Department of Job and Family Services, Higher Education and two-year colleges participate on a workgroup that continues to pursue improved articulation for Ohio's early care and education professionals.

-- **Workforce information. Describe:**

The Ohio Department of Job and Family Services contracts with seven resource and referral agencies in 12 service delivery areas to ensure free professional development(PD) is available. This professional development is offered to ensure all professionals have the opportunity to obtain their professional development certificate (20 hours of PD over the biennium) which is a requirement of Step Up To Quality. The free PD covers a variety of topics to ensure opportunities for development in the Core Knowledge and Competencies.

-- **Financing. Describe:**

The State has increased the investment in TEACH scholarships to \$1,425,000 each year to further develop the early childhood professionals.

b) The following are optional elements, or elements that should be implemented to the extent practicable, in the training and professional development framework.

- Continuing education unit trainings and credit-bearing professional development to the extent practicable

Describe:

NA

- Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

NA

- Other

Describe:

NA

**6.1.2 Describe how the state/territory developed its professional development framework in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body if there is no SAC that addresses the professional development, training, and education of child care providers and staff.**

Training and professional development have been required in child care licensing rules prior to the inception of the Early Childhood Advisory Council (ECAC). ECAC has recently participated in a review of the state's Career Pathways Model, previously revised in October 2011.

Effective Date: 10/01/2018

**6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).**

Ohio participates in the TEACH program which assists early childhood professionals with the financial expenses to further their education. Ohio's Career Pathways Model includes points for students working in the early childhood field in a career-technical education program. Additionally, Ohio's quality rating and improvement system requires staff benefits that may include paid sick leave, annual leave, health care benefits and retirement benefits.

## 6.2 Training and Professional Development Requirements

The Lead Agency must describe how its established health and safety requirements for pre-service or orientation training and ongoing professional development requirements--as described in Section 5 for caregivers, teachers, and directors in CCDF programs--align, to the extent practicable, with the state/territory professional development framework. These requirements must be designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

**6.2.1 Describe how the state/territory incorporates the knowledge and application of its early learning and developmental guidelines (where applicable); its health and safety standards (as described in section 5); and social-emotional/behavioral and early childhood mental health intervention models, which can include positive behavior intervention and support models (as described in section 2) in the training and professional development framework (98.44(b)).**

All child care staff have annual professional development requirements that can include these topics.

Effective Date: 10/01/2018

**6.2.2 Describe how the state/territory's training and professional development are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)).**

NA

**6.2.3 States/territories are required to facilitate participation of child care providers with limited English proficiency and disabilities in the subsidy system (98.16 (dd)). Describe how the state/territory will recruit and facilitate the participation of providers:**

Effective Date: 10/01/2018

**a) with limited English proficiency**

The child care resource and referral agencies contracts include provider recruitment. Translation services are available at the state and county levels. Printed brochures were provided to various agencies such as Goodwill and Early Head Start to inform families of the services available within the community. Parent engagement groups, in which English and non-English speaking families are involved, are held to help bridge cultural awareness and language barriers within the early childhood community. Interpreters are available at each meeting. Programs such as Baby Talk, Dolly Parton Imagination Library Leadership Team allow for options for the families and providers to participate in literacy supports where English is not the first language.

**b) who have disabilities**

The child care resource and referral (CCR&R) agencies contracts include provider recruitment to provide customized care for all families. All mandated state created trainings meet ADA requirements. The CCR&Rs also work with agencies such as Help Me Grow Early Intervention team, Project Open House, as well as facilitate provider meetings to ensure families are aware of resources and supports.

**6.2.4 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians and Native Hawaiians**

**(98.44(b)(2)(iii--iv)).**

All child care staff have annual professional development requirements that can include these topics. Available professional development topics include a variety of topics thereby allowing the professional to choose the appropriate training based on their professional growth. Ohio's Career Pathways Model recognizes many early childhood related credentials including infant/toddler and special needs.

Effective Date: 10/01/2018

**6.2.5 The Lead Agency must provide training and technical assistance to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness (658E(c)(3)(B)(i)).**

Effective Date: 10/01/2018

a) Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2).

All child care staff are required to complete training that includes information on identifying and serving homeless children and their families.

b) Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness (connects to question 3.2.2).

The child care resource and referral (CCR&R) agencies have implemented a variety of methods to be proactive to identify and serve homeless families including participating in community events, offering parent education programs, participating in local task force and non-profit organizational efforts. Additionally, connections have been established with local shelters, libraries, food/clothing pantry, schools, food banks, Catholic Charities, YWCA, Head Start, Habitat for Humanity and housing coalitions to assist families in securing needed resources. Many CCR&Rs have created and distributed brochures or other forms of communication informing of their services and have hired staff who focus specifically on outreach to families including assisting homeless families and children. Additionally, county agencies who work directly with families to assist at the time of application provide needed



services are required by rule to complete training that includes all CCDBG requirements, including training on identifying and serving children and their families experiencing homelessness.

**6.2.6 States and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)). Describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply**

Effective Date: 10/01/2018

- Issue policy change notices
- Issue new policy manual
- Staff training
- Orientations
- Onsite training
- Online training
- Regular check-ins to monitor the implementation of CCDF policies

Describe the type of check-ins, including the frequency.

NA

Other

Describe:

NA

**6.2.7 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.**

Effective Date: 10/01/2018

a) Describe the strategies that the state/territory is developing and implementing for training and TA.

A pre-licensing training has been developed that is required of all owners prior to application for licensure. This training includes a very extensive module specific to operating a child care business.

b) Check the topics addressed in the state/territory's strategies. Check all that apply.

- Fiscal management
- Budgeting
- Recordkeeping
- Hiring, developing, and retaining qualified staff
- Risk management
- Community relationships
- Marketing and public relations
- Parent-provider communications, including who delivers the training, education, and/or technical assistance
- Other

Describe:

ADA and other federal requirements, purchasing an existing program versus starting a new program, insurance

## 6.3 Early Learning and Developmental Guidelines

**6.3.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and**

**developmental guidelines for out-of-school time may be developed. Note: States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.**

Effective Date: 10/01/2018

a) Describe how the state/territory's early learning and developmental guidelines are research-based, developmentally appropriate, culturally and linguistically appropriate, and aligned with kindergarten entry

On October 9, 2012, the State Board of Education adopted Ohio's new Birth - Kindergarten Entry Early Learning and Development Standards in all domains of school readiness to reflect the comprehensive development of children beginning at birth through entry into kindergarten. The standards were expanded as part of a collaborative effort of state agencies serving young children including Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation. The state agencies worked with national experts and writing teams made up of Ohio-based content experts and stakeholders to revise and expand the standards. Stakeholders and content experts provided extensive review of the standards to ensure that they are culturally and linguistically appropriate.

These new standards describe key concepts and skills that young children develop during the birth-to- five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.

Ohio's early learning and development standards illuminate the breadth of learning and development from birth to kindergarten entry that strengthens school readiness. An understanding of learning and development in each domain guides programs and teachers as they plan developmentally appropriate learning opportunities and environments for young children. In particular, teachers can use an understanding of standards to focus on the kinds of interactions and environments that support, for

example, language development or approaches toward learning. While the standards facilitate a focused look at young children's learning in each domain, teachers and others responsible for the care and education of young children need to keep in mind that infants, toddlers, and preschool-age children learn holistically.

The standards present a continuum of learning and development from birth to age five in each of the domains. Because the infant/toddler years are marked by rapid developmental change, the standards are divided into three meaningful transitional periods: Infants (birth to around 8 months), Young Toddlers (6 to around 18 months), and Older Toddlers (16 to around 36 months). The standards during the preschool years describe those developmental skills and concepts children should know and be able to do at the end of their preschool experience.

c) Verify by checking the domains included in the state/territory's early learning and developmental guidelines. Responses for "other" is optional

- Cognition, including language arts and mathematics
- Social development
- Emotional development
- Physical development
- Approaches toward learning
- Other

Describe:

NA

d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or similar coordinating body.

The Ohio Early Learning and Development Standards were created as part of a collaborative effort of the Early Childhood Advisory Council including the Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation. The state agencies worked with national experts and writing teams made up of Ohio-based content experts and stakeholders to revise and expand the standards in the five

developmental domains.

e) Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates

The guidelines were established in October 2012. The state is in the process of creating a timeline and plan for updating the standards during calendar year 2019.

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

NA

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

<http://www.earlychildhoodohio.org/elds.stm>

### **6.3.2 CCDF funds cannot be used to develop or implement an assessment for children that:**

-- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,

-- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,

-- Will be used as the primary or sole method for assessing program effectiveness,

-- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used.

The state of Ohio's early learning and development guidelines are used as a resource for all programs to obtain information regarding child development. One of the requirements of the state QRIS Step Up To Quality (SUTQ) also requires alignment of the selected curriculum to the early learning and development standards beginning at a 2-star rating.

## 7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care. States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).
2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).
3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

- Supporting the training and professional development of the child care workforce
- Improving on the development or implementation of early learning and developmental guidelines
- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services
- Improving the supply and quality of child care programs and services for infants and toddlers
- Establishing or expanding a statewide system of child care resource and referral services

- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)
- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children
- Supporting providers in the voluntary pursuit of accreditation
- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development
- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)) These activities can benefit infants and toddlers through school age populations.

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

## 7.1 Quality Activities Needs Assessment for Child Care Services

**7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)).**

Ohio completed a Step Up To Quality Validation Study in 2016-2017 to evaluate the effectiveness of the program in preparing children for kindergarten. Ohio has contracted with child care resource and referral (CCR&R) agencies in several quality efforts including supporting the training and professional development of the child care workforce and improving the supply and quality of child care programs and services. The CCR&R agencies submit quarterly reports to ODJFS that include training statistics and progress toward SUTQ

rating goals required in the contract. These reports are reviewed to determine effectiveness of each CCR&R's effectiveness at providing training to professionals in their service delivery area and their approach toward required SUTQ goals.

Effective Date: 10/01/2018

### **7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.**

The Step Up To Quality (SUTQ) Validation Study showed that

- 1) participation in SUTQ is associated with higher quality classroom practices compared to sites that are not participating;
- 2) children who participated in publicly funded child care had higher scores, on average, than students who were economically disadvantaged and had not participated in a publicly funded child care experience;
- 3) children who participated in early learning and development programs sponsored by the Ohio Department of Education had mean scores on the Kindergarten Readiness Assessment second only to students who were not economically disadvantaged ; and
- 4) Type A and Type B family child care homes perform on par with their center and Early Childhood Education counterparts.

Effective Date: 10/01/2018

## **7.2 Use of Quality Funds**

### **7.2.1 Check the quality improvement activities in which the state/territory is investing**

Effective Date: 10/01/2018



- Supporting the training and professional development of the child care workforce. If checked, respond to section 7.3 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

NA

- Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

- Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Ohio uses CCDF, TANF and the General Revenue Fund to support the tiered quality rating system.

- Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

- Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7. If checked, respond to 7.6 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Facilitating compliance with state/territory requirements for inspection, monitoring, training, and health and safety standards (as described in section 5). If checked, respond to 7.7 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Evaluating and assessing the quality and effectiveness of child care services within the state/territory. If checked, respond to 7.8 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Supporting accreditation. If checked, respond to 7.9 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Ohio uses CCDF, TANF and the General Revenue Fund to support accreditation.

Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. If checked, respond to 7.10 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

NA

Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider

preparedness, child safety, child well-being, or kindergarten entry is possible. If checked, respond to 7.11 and indicate which funds will be used for this activity. Check all that apply

CCDF funds

Other funds

Describe:

NA

### 7.3 Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds

Lead Agencies can invest in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 in addition to the following (98.53(a)(1)).

#### **7.3.1 Describe how the state/territory funds the training and professional development of the child care workforce**

Effective Date: 10/01/2018

a) Check and describe which content is included in training and professional development activities and describe who or how an entity is funded to address this topic. Check all that apply.

Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using scientifically based, developmentally appropriate, and age-appropriate strategies

Describe:

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 153 training topics promoting social, emotional, physical, and cognitive development of children across the age bands. These topics provide strategies to support the implementation of the state's early learning and development

standards, developmentally appropriate practice, play both indoors and outdoors, inclusive practices, incorporating technology in everyday activities, infant and toddler best practices, Ohio Healthy Programs, supporting social and emotional competence, understanding cultural competence and working with dual language learners. Ohio's CCR&Rs are also rolling out Zero To Three's new Critical Competencies: Supporting Cognitive Development and Language and Literacy.

- [Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age five for such behaviors. \(See also section 2.5.\)](#)

**Describe:**

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 41 training topics to promote social-emotional development and early childhood mental health professionals. These topics provide strategies to support addressing challenging behaviors, building resilient classrooms, classroom management in a developmentally appropriate way, conscious discipline, creating a trauma sensitive environment, developmental and behavioral screening practices, early learning and development standards, emotion coaching, Flip It/DECA, positive socialization and guidance in infants and toddlers, and using the CLASS as a Measure of Quality.

- [Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children's positive development](#)

**Describe:**

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the

CCR&Rs provide 39 training topics to engage parents and families in culturally and linguistically appropriate ways. These topics provide strategies to support building family resiliency, ASQ 3 developmental screening process, building relationships and protective factors with families, creating partnerships with parents, engaging families of young English Language Learners, family engagement, having difficult conversations with parents, Parent Cafés, positive discipline, Strengthening Families, Triple P, and supporting family wellness.

- [Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula and designing learning environments that are aligned with state/territory early learning and developmental standards.](#)

**Describe:**

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 104 training topics to implement developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula. These topics provide strategies to support ASQ 3 and ASQ SE 2, before curriculum developmentally appropriate practice, aligning curriculum to standards, classroom management the developmentally appropriate way, creating mixed-age learning environments, curriculum 101, early learning and development standards, early learning assessment, inclusive practices, infant and toddler best practices, lesson planning for mixed age groups, Science Technology Engineering Arts Math experiences, and understanding the environmental ratings scales.

- [Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families' access to services that support their children's learning and development](#)

**Describe:**

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming

across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 7 training topics to support accessible comprehensive services. These topics provide strategies to support English Language Learners engaging families, Parent Cafés, and Strengthening Families - concrete supports in times of need, moving knowledge to action, and social connections

[Using data to guide program evaluation to ensure continuous improvement](#)

[Describe:](#)

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 49 training topics to use data to guide program evaluation as part of continuous quality improvement. These topics provide strategies to support ASQ 3 and ASQ SE 2, before assessment, curriculum and assessment, Business Administration Scale (BAS), Classroom Assessment Scoring System (CLASS), early learning assessment, formative assessment, Environmental Rating Scale (ERS) - ITERS, ECERS, SACERS, Program Administration Scale (PAS), planning and implementing measures of quality, and quality self-assessment for afterschool programs.

[Caring for children of families in geographic areas with significant concentrations of poverty and unemployment](#)

[Describe:](#)

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 5 training topics to support children and families in economically disadvantaged areas. These topics provide strategies to support family engagement, inclusive practices, and Strengthening Families - Parent Resilience and Protective

## Factors

### [Caring for and supporting the development of children with disabilities and developmental delays](#)

#### Describe:

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 23 training topics to support the development of children with disabilities. These topics provide strategies to support autism awareness, ASQ 3 and ASQ SE 2, creating inclusive classroom environments, special needs 101, and Special Quest.

### [Supporting the positive development of school-age children](#)

#### Describe:

The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 56 training topics to support positive development of school-age children. These topics provide strategies to support effective quality self-assessment, embracing STEAM, Explore This Series (art, crafts, cultural diversity, drama and dramatic play, homework help, music and movement, nature), family involvement, It's Basic Series (nuts and bolts of afterschool care, supporting healthy relationships, understanding school-age children, all about health, safety and nutrition, creating a curriculum), Ohio Kids on the Move, summer programming, and School-Age Care Environmental Rating Scale (SACERS). Additionally, Ohio has implemented a School-Age Endorsement that provides targeted training specific to the needs of school-age professionals so they can best meet the needs of the school-age children in care.

### [Other](#)

**Describe:**

Ohio offers two professional development days annually that allow programs to receive payment for these days when children are not in attendance. Required professional development topics are not identified so could include any of the above areas. The Ohio Department of Job and Family Services has contracted with the child care resource and referral (CCR&R) agencies to provide training and technical assistance to increase and maintain quality early care, learning, and school-age programming across the state for center-based and home-based programs. As a result of the significant state investments for professional development along with local funding, the CCR&Rs provide 32 training topics to support early care, learning, and school-age programs and professionals. These topics provide strategies to support administrator core knowledge and competencies, child abuse recognition, reporting & prevention, emergency preparedness, food allergies in ECE settings, National Network of Partnership Schools, prevention, recognition & management of communicable diseases, starting a child care program, and strengthening fiscal management for Family Child Care Home-Based and Center-Based programs.

b) Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce. Check all that apply

- Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling
- Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities
- Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education
- Other

**Describe:**

Ohio participates in the TEACH Scholarship Program



**7.3.2 Describe the measurable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures**

Measurable indicators include the number of professionals who participate in the TEACH program. In 2017, the following degree scholarships were awarded: 440 Associate, 31 Bachelor and 424 CDA Assessment Fee scholarships. In 2017, 37 Associate degree and 12 Bachelor degree scholarship recipients graduated with their degree.

Effective Date: 10/01/2018

**7.4 Quality Rating and Improvement System (QRIS)**

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS. QRIS refers to a systematic framework for evaluating, improving and communicating the level of quality in early childhood programs and contains five key elements:

1. Program standards
2. Supports to programs to improve quality
3. Financial incentives and supports
4. Quality assurance and monitoring
5. Outreach and consumer education

**7.4.1 Does your state/territory have a quality rating and improvement system or other system of quality improvement?**

Effective Date: 10/01/2018

- No, but the state/territory is in the QRIS development phase. If no, skip to 7.5.1.
- No, the state/territory has no plans for QRIS development. If no, skip to 7.5.1.

- Yes, the state/territory has a QRIS operating statewide or territory-wide

Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners and provide a link, if available.

Ohio's QRIS, called Step Up To Quality, is administered at the state level by the Ohio Department of Job and Family Services. The Ohio Department of Education completes the verification process for programs regulated through their agency. The county department of job and family services agencies will begin completing the verification process for family child care providers wishing to become one and two-star rated in July 2018. All programs follow the same rules that can be found here:

<http://emanuals.jfs.ohio.gov/ChildCare/ChildCareManual/Chapter17>

- Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis.

Provide a link, if available. NA

- Yes, the state/territory has another system of quality improvement

If the response is yes to any of the above, describe the measurable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

NA

## 7.4.2 QRIS participation

Effective Date: 10/01/2018

a) Are providers required to participate in the QRIS?

- Participation is voluntary
- Participation is mandatory for providers serving children receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating required, reimbursed at higher rates for achieving higher ratings, participation at any level).

Participation is required for all providers.

b) Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory's QRIS? Check all that apply

- Licensed child care centers
- Licensed family child care homes
- License-exempt providers
- Early Head Start programs
- Head Start programs
- State prekindergarten or preschool programs
- Local district-supported prekindergarten programs
- Programs serving infants and toddlers
- Programs serving school-age children
- Faith-based settings
- Tribally operated programs
- Other

Describe:

NA

### 7.4.3 Support and assess the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services. Note: If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33). If the Lead Agency has a QRIS, respond to questions 7.4.3 through 7.4.6.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

Effective Date: 10/01/2018

No

- Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.
  - Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system) .
  - Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).
  - Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).
  - Programs that meet all or part of state/territory school-age quality standards.
  - Other.

Describe:

NA

#### 7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

Effective Date: 10/01/2018

- No
- Yes. If yes, check any links between the state/territory's quality standards and licensing requirements
  - Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.
  - Embeds licensing into the QRIS
  - State/territory license is a "rated" license
  - Other.

Describe:

NA

**7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS**

Effective Date: 10/01/2018

No

Yes. If yes, check all that apply

One time grants, awards, or bonuses.

Ongoing or periodic quality stipends

Higher subsidy payments

Training or technical assistance related to QRIS.

Coaching/mentoring.

Scholarships, bonuses, or increased compensation for degrees/certificates

Materials and supplies

Priority access for other grants or programs

Tax credits (providers or parents)

Payment of fees (e.g., licensing, accreditation)

Other

Describe:

NA

**7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures**

The Ohio Revised Code requires the Ohio Department of Job and Family Services and the Ohio Department of Education programs receiving public dollars (including CCDF) to be participating in the Step Up To Quality (SUTQ) program by July 1, 2020. By July 1, 2017, 25% of all centers and family child care Type A homes receiving public funds were required to be highly rated, with 100% highly rated by July 1, 2025. The two departments have identified and are implementing strategies to assist programs in increasing and maintaining

their star rating. As of June 2018, 34% of programs receiving public dollars participate in SUTQ.

UPDATE May 2020 - Per Amended Substitute House Bill 197, passed on March 27, 2020, the deadline for programs providing publicly funded child care (PFCC) to be Step Up To Quality (SUTQ) rated has been extended from July 1, 2020 to September 1, 2020. Ohio Administrative Code was updated to reflect these changes as well.

Effective Date: 03/27/2020

## 7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs. Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

### **7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe**

Effective Date: 10/01/2018

- Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families

Describe:

NA

- Establishing or expanding the operation of community- or neighborhood-based family child care networks.

Describe:

NA

- Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers

Describe:

Through the Child Care Resource and Referral Agencies, the Ohio Department of Job and Family Services funds 12 Infant/Toddler Specialists to provide specific guidance and technical assistance. Ohio's Child Care Resource and Referral Agencies each have Infant and Toddler Specialist that are PITC certified supporting early care and learning programs. The Program for Infant/Toddler Care conducts Trainer Institutes, which are offered to educators, program managers, and other professionals responsible for training infant/toddler care teachers. These intensive sessions help trainers deepen their understanding of each module's content and acquire skills in the integrated presentation of the concepts in the PITC videos and guides. Upon completing the [certification requirements](#), participants receive a certificate of completion from WestEd and the California Department of Education that recognizes them as trainers for the specific module in which they received training.

- Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant-toddler specialists

Describe:

Infant/Toddler Specialists provide professional development and technical assistance to early care and learning programs through the child care resource and referral agencies serving Ohio's 88 counties.

- Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Describe:

NA

- Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments

Describe:

NA

- Developing infant and toddler components within the state/territory's child care licensing regulations

Describe:

NA

- Developing infant and toddler components within the early learning and developmental guidelines

Describe:

NA

- Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development

Describe:

NA

- Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being

Describe:

NA

- Coordinating with child care health consultants.

Describe:

NA



Coordinating with mental health consultants.

Describe:

NA

Other

Describe:

NA

**7.5.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures**

Quarterly conference calls and meetings were hosted to provide statewide professional development and technical assistance coordination for the Infant and Toddler Specialist Network. 6,995 Early Learning Professionals were trained on Ohio's Early Learning and Development Standards: Birth to 36 months, Early Learning Assessments, and Zero to Three Critical Competencies for Infant-Toddler (Social-Emotional Development, Cognitive Development, and Language and Literacy Development).

Effective Date: 10/01/2018

**7.6 Child Care Resource and Referral**

A Lead Agency may expend funds to establish or expand a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

**7.6.1 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures**

Up to \$50,000.00 per SFY is available to each grantee for each awarded SDA in performance incentives. Half of this incentive (\$25,000.00) will be available the first incentive point is met, and the other half (\$25,000.00) will be available once the second incentive point is met, as detailed below. Each incentive must be fully met, no partial awards will be considered. Each SDA will need to document how they met the performance incentive to be paid. The purpose of the incentive is to assist each SDA in meeting the requirements of the 2020 goals.

Performance Incentive:

A. Assisting programs with a provider agreement in place to become SUTQ rated:

1. By June 30, 2018 SDAs will need to have forty percent (40%) of providers in their regions rated.
2. By June 30, 2019 SDAs will need to have seventy percent (70%) of providers in their regions rated.
3. By June 30, 2020 SDAs will need to have one hundred percent (100%) of providers in their regions rated.

NOTE: This requirement will be in the second biennium agreement.

Half (\$25,000.00) of the available award will be aimed at meeting this incentive point.

B. Assisting programs to move from an unrated or 1 or 2 star rating to a 3, 4, or 5 star (Highly Rated) rating;

1. By June 30, 2018 SDAs will need to have thirty percent (30%) of providers in their regions rated.
2. By June 30, 2019 SDAs will need to have forty percent (40%) of providers in their regions rated.
3. By June 30, 2020 SDAs will need to have fifty percent (50%) of providers in their regions rated.

NOTE: This requirement will be in the second biennium agreement

## 7.7 Facilitating Compliance With State Standards

### **7.7.1 What strategies does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory requirements for inspection, monitoring, training, and health and safety and with state/territory licensing standards?**

#### **Describe:**

Licensing specialists provide on-site technical assistance during inspections. Additionally, the state has procured two vendors to provide curricula for programs participating in Step Up To Quality. The child care resources and referral agencies in conjunction with the licensing specialists conduct serious/moderate risk training to educate providers on these risks and assist them in developing systems to eliminate the risks resulting in more programs becoming eligible for SUTQ.

Effective Date: 10/01/2018

### **7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?**

Effective Date: 10/01/2018

- No
- Yes. If yes, which types of providers can access this financial assistance?
  - Licensed CCDF providers
  - Licensed non-CCDF providers
  - License-exempt CCDF providers
  - Other

Describe:

NA

**7.7.3 Describe the measurable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures**

Ohio uses the number of programs participating in Step Up To Quality as a measurable indicator. Additionally, Ohio uses licensing non-compliance rule violation data to measure the quality improvement of programs. This also determines the level of technical assistance a program may need or if enforcement action is needed.

Effective Date: 10/01/2018

**7.8 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services**

**7.8.1 Describe how the state/territory measures the quality and effectiveness of child care programs and services in both child care centers and family child care homes currently being offered, including any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children**

The state evaluates quality at each Step Up To Quality (SUTQ) initial and ongoing visit in conjunction with the SUTQ standards.

Effective Date: 10/01/2018

**7.8.2 Describe the measurable indicators of progress relevant to this use of funds that the State/Territory will use to evaluate its progress in improving the quality of child care programs and services in child care centers and family child care homes within the**

**state/territory and the data on the extent to which the state or territory has met these measures**

Ohio uses the number of highly rated programs in Step Up To Quality as a measurable indicator. As of June 2018, 24% of child care programs are highly rated.

Effective Date: 10/01/2018

7.9 Accreditation Support

**7.9.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?**

Effective Date: 10/01/2018

- Yes, the state/territory has supports operating statewide or territory-wide for both child care centers and family child care homes

Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation

Accredited programs get 10% enhancement to the base rate. Additionally, accredited programs receive extra points toward their Step Up To Quality rating if they are accredited.

- Yes, the state/territory has supports operating statewide or territory-wide for child care centers only. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers.

Describe:

NA

- Yes, the state/territory has supports operating statewide or territory-wide for family child care homes only. Describe the support efforts for all types of accreditation that the state/territory provides to family child care

Describe:

NA

Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide

Focused on child care centers

Describe:

NA

Focused on family child care homes

Describe:

NA

No, but the state/territory is in the accreditation development phase

Focused on child care centers

Describe:

NA

Focused on family child care homes

Describe:

NA

No, the state/territory has no plans for accreditation development

**7.9.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures**

Ohio will track the accredited programs to determine if they are able to become SUTQ rated. Additionally, for programs that are currently highly rated, the accreditation can be used toward extra points in the rating process to become highly rated and is a measurable indicator of progress.

## 7.10 Program Standards

**7.10.1 Describe how the state/territory supports state/territory or local efforts to develop or adopt high-quality program standards, including standards for infants and toddlers, preschoolers, and/or school-age children**

NA

Effective Date: 10/01/2018

**7.10.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures**

NA

Effective Date: 10/01/2018

## 7.11 Early Learning and Development Guidelines and Other Quality Improvement Activities

**7.11.1 If quality funds are used to develop, maintain, or implement early learning and development guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these**

**measures (98.53(f)(3)).**

Ohio uses the number of highly rated programs in Step Up To Quality as a measurable indicator. As of June, 2018, 24% of child care programs are highly rated

Effective Date: 10/01/2018

**7.11.2 List and describe any other activities that the state/territory provides to improve the quality of child care services for infants and toddlers, preschool-aged, and school-aged children, which may include consumer and provider education activities, and also describe the measureable indicators of progress for each activity relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. Describe:**

Ohio has completed the following activities to increase the number of programs participating in Step Up To Quality (SUTQ) which will improve the quality of child care services: 1) A targeted call campaign was completed to inform 3879 un-rated programs about SUTQ; SUTQ Information Fairs were held throughout Ohio as a collaborative effort between the Child Care Resource and Referral Agencies(CCR&R), the Ohio Child Care Resource and Referral Association and the Ohio Department of Job and Family Services (ODJFS). The fairs took place in each of the 12 CCR&R service delivery areas to ensure easy access for providers; 2) Licensing rule changes effective December 2016 defined a pre-licensing training requirement for any applicant interested in becoming licensed. The pre-licensing web-based training includes a module specific to SUTQ. Additionally, the current Administrator training includes information about SUTQ; 3) SUTQ informational brochures targeted to families and providers have been published by ODJFS and are available on forms central to be ordered for distribution. These brochures are distributed by partnering agencies, county agencies and state staff; 4) Several supporting documents have been created to assist programs with SUTQ; 5) A SUTQ payment estimator has been developed and is available on the child care web site; and 6) Two curriculums and assessments have been provided for program use.



## 8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud. Respondents should consider how fiscal controls, program integrity and accountability apply to:

- Memorandums of understanding within the Lead Agency's various divisions that administer or carry out the various aspects of CCDF
- MOU's, grants, or contracts to other state agencies that administer or carry out various aspects of CCDF
- Grants or contracts to other organizations that administer or carry out various aspects of CCDF such as professional development and family engagement activities
- Internal processes for conducting child care provider subsidy

### 8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

**8.1.1 Check and describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program through MOUs, grants and contracts are informed and trained regarding program requirements and integrity. Check all that apply:**

Effective Date: 10/01/2018

[Train on policy manual](#)

[Describe:](#)

o Staff training and communications are posted on the provider webpage.

<http://jfs.ohio.gov/cdc/providers.stm> An email communication is sent to all providers notifying them the information is posted on the website and includes the link to access the information. When something is posted, an RSS feed is also generated for those signed up. It is also posted on the "Recent News" page

[http://jfs.ohio.gov/cdc/BCCD\\_News.stm](http://jfs.ohio.gov/cdc/BCCD_News.stm) accessed from the child care front page.

County staff training is posted on the county resources innerweb page. This page is only accessible to county and state staff. An email is sent to county contacts with the location on the innerweb and an internal RSS feed is generated.

Monthly video conferences are held with county agencies and technical assistance materials are posted on line for providers and county/state staff.

[Train on policy change notices](#)

[Describe:](#)

o Staff training and communications are posted on the provider webpage.

<http://jfs.ohio.gov/cdc/providers.stm> An email communication is sent to all providers notifying them the information is posted on the website and includes the link to access the information. When something is posted, an RSS feed is also generated for those signed up. It is also posted on the "Recent News" page

[http://jfs.ohio.gov/cdc/BCCD\\_News.stm](http://jfs.ohio.gov/cdc/BCCD_News.stm) accessed from the child care front page.

County staff training is posted on the county resources innerweb page. This page is only accessible to county and state staff. An email is sent to county contacts with the location on the innerweb and an internal RSS feed is generated.

Monthly video conferences are held with county agencies and technical assistance materials are posted on line for providers and county/state staff.

Ongoing monitoring and assessment of policy implementation

Describe:

The Quality Assurance licensing team monitors the county department of job and family services agencies and their regulation of family child care homes to ensure the county is correctly inspecting those homes. The state has quality assurance practices in place for ensuring state staff are following the procedures for monitoring. Additionally, the Ohio Department of Job and Family Services also conducts monthly video conferences to provide training and technical assistance to all counties on Child Care Development Fund eligibility processes as well as FCC regulation.

Other

Describe:

NA

**8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices are in place (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds. Check all that apply:**

Effective Date: 10/01/2018

Verifying and processing billing records to ensure timely payments to providers

Describe:

Billing records submitted by the provider requesting a correction to payment are reviewed. These adjustment requests must be submitted within seven weeks from the date of service. Additionally, payments due to providers are reviewed and issued for services provided after a family is determined ineligible for child care assistance.

Fiscal oversight of grants and contracts

Describe:

NA

Tracking systems to ensure reasonable and allowable costs

Describe:

NA

Other

Describe:

NA

**8.1.3 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Check all that apply:**

Effective Date: 10/01/2018

Conduct a risk assessment of policies and procedures

Describe:

NA

Establish checks and balances to ensure program integrity

Describe:

NA

Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

Complete quality check reviews of eligibility determination. Reviews are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: Application/Redetermination, Qualifying Head of household, Residency, Parental Work/Training Status, Qualifying Child, Qualifying Care, Qualifying Care and Provider Arrangement, Income Requirements, and Payment. Overpayments are pursued and training/technical assistance is completed as a follow up to this review.

Other

Describe:

NA

**8.1.4 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.**

Effective Date: 10/01/2018

a) Check and describe all activities that the Lead Agency conducts to identify and prevent fraud or intentional program violations. Include in the description how each activity assists in the identification and prevention of fraud and intentional program violations. Include a description of the results of such activity.

- Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).

Describe

NA

- Run system reports that flag errors (include types).

Describe:

NA

- Review enrollment documents and attendance or billing records

Describe:

The Ohio Department of Job and Family Services (ODJFS) reviews billings for the publicly funded child care (PFCC) program by identifying providers through referrals and data analytics. Reviews include interviewing staff and caretakers and comparing required attendance documents to billing records.

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

ODJFS audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: Application/Redetermination, Qualifying Head of household, Residency, Parental Work/Training Status, Qualifying Child, Qualifying Care, Qualifying Care and Provider Arrangement, Income Requirements, and Payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued and statewide training can be developed based on error trends.

Audit provider records.

Describe:

NA

Train staff on policy and/or audits.

Describe:

ODJFS hires staff with auditing backgrounds and trains them on specific audits and policies regarding the PFCC program.

Other

Describe:

NA

b) Check and describe all activities the Lead Agency conducts to identify unintentional program violations. Include in the description how each activity assists in the identification and prevention of unintentional program violations. Include a description of the results of such activity.

Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

NA

Run system reports that flag errors (include types).

Describe:

NA

Review enrollment documents and attendance or billing records

Describe:

The Ohio Department of Job and Family Services (ODJFS) audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

Reviews of eligibility records are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: Application/Redetermination, Qualifying Head of household, Residency, Parental Work/Training Status, Qualifying Child, Qualifying Care, Qualifying Care and Provider Arrangement, Income Requirements, and Payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued and statewide training can be developed based on error trends.

Audit provider records.

Describe:

ODJFS audits provider records by identifying providers through data analytics. Reviews include comparing required attendance documentation to billing records .

Train staff on policy and/or audits.

Describe:

ODJFS hires staff with auditing backgrounds and trains them on specific audits and policies regarding the publicly funded child care program.

Other

Describe:

NA

c) Check and describe all activities the Lead Agency conducts to identify and prevent agency errors. Include in the description how each activity assists in the identification and prevention of agency errors.

- Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

NA

- Run system reports that flag errors (include types).

Describe:

NA

- Review enrollment documents and attendance or billing records

Describe:

NA

- Conduct supervisory staff reviews or quality assurance reviews.

Describe:

The Ohio Department of Job and Family Services administers provider quality assurance reviews by having peer reviews of audits and supervisory reviews of identify intentional program violations. Additionally, reviews of eligibility records are conducted bi-monthly and 120 cases are selected, 720 are completed during the federal fiscal year. The following elements are reviewed: Application/Redetermination, Qualifying Head of household, Residency, Parental Work/Training Status, Qualifying Child, Qualifying Care, Qualifying Care and Provider Arrangement, Income Requirements, and Payment. Policy is copied on all error correspondence to the county agency. This is to ensure that overpayments are pursued and statewide training can be developed based on error trends.

- Audit provider records.

Describe:

NA



Train staff on policy and/or audits.

Describe:

Quality assurance staff stay current with policy updates and attend trainings on policy and audit updates.

Other

Describe:

NA

**8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.**

Effective Date: 10/01/2018

a) Check and describe all activities that the Lead Agency uses to investigate and recover improper payments due to fraud. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

If the total amount to be recovered is less than \$100, it is not recovered due to administrative costs be greater than the amount collected.

Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The Ohio Department of Job and Family Services (ODJFS) forwards all uncollected debt after 30-days of notification (considered delinquent) to the State's Attorney General's office for collection.

Recover through repayment plans.

Describe:

Once the delinquent debt is forwarded to the State's Attorney General's office, said office has the authority to administer payment plans and does.

Reduce payments in subsequent months.

Describe:

When ODJFS terminates the child care providers agreement to provide publicly funded child care, ODJFS withholds future payments until the provider has no more debt or there are no more payments to take the debt from. If there remains an outstanding debt, ODJFS will invoice the balance to the provider

Recover through state/territory tax intercepts.

Describe:

NA

Recover through other means.

Describe:

NA

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

ODJFS contains a specific unit that focuses solely on investigation and the collection of overpayment. The unit is staffed by both investigators and auditors and supervisors that carryout the tasks from identify provider to investigate to the collection of any identified overpayment and the terminaton of the agreement that the provider is able to provide services for the publicly funded child care program

Other

Describe:

NA

b) Check any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

If the total amount to be recovered is less than \$100, it is not recovered due to administrative costs be greater than the amount collected.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

The Ohio Department of Job and Family Services (ODJFS) forwards all uncollected debt after 30-days of notification (considered delinquent) to the State's Attorney General's office for collection.

- Recover through repayment plans.

Describe:

Once the delinquent debt is forwarded to the State's Attorney General's office, said office has the authority to administer payment plans and does.

- Reduce payments in subsequent months.

Describe:

NA

- Recover through state/territory tax intercepts.

Describe:

NA

- Recover through other means.

Describe:

NA

- Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

ODJFS contains a specific unit that focuses solely on investigation and the collection of overpayment. The unit is staffed by both investigators and auditors and supervisors that carryout the tasks from identify provider to investigate to the collection of any identified overpayment and the terminaton of the agreement that the provider is able to provide services for the publcity funded child care program

- Other

Describe:

NA

c) Check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

NA

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

NA

- Recover through repayment plans.

Establish a unit to investigate and collect improper payments.

NA

- Reduce payments in subsequent months.

Describe:

NA

Recover through state/territory tax intercepts.

Describe:

NA

Recover through other means.

Describe:

Once the improper payment has been identified adjustments are made to future payments to correct the identified errors.

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

NA

Other

Describe:

NA

**8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations? Check and describe all that apply:**

Effective Date: 10/01/2018

Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified.

Describe:

NA

Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

**Describe:**

The Ohio Department of Job and Family Services (ODJFS) will propose suspension and/or termination of the provider agreement and assess an overpayment. The provider may appeal the proposed suspension/termination; if upheld by the ODJFS Appeals Coordinator, ODJFS will terminate the provider agreement preventing the provider from billing for publicly funded child care services.

Prosecute criminally.

**Describe:**

NA

Other.

**Describe:**

NA

## Appendix A: Background Check Waiver Request Form

Lead Agencies may apply for a temporary waiver for certain background check requirements if milestone prerequisites have been fully implemented. These waivers will be considered "transitional and legislative waivers" to provide transitional relief from conflicting or duplicative requirements preventing implementation, or an extended period of time in order for the state/territory legislature to enact legislation to implement the provisions (98.19(b)(1)) These waivers are limited to a one-year period and may be extended for at most one additional year from the date of initial approval.

Approval of these waiver requests is subject to and contingent on OCC review and approval of responses in section 5 questions 5.4.1 -- 5.4.4 to confirm that the milestones are met. If milestone prerequisites are not met, the waiver request will not be approved. Approved waivers would begin October 1, 2018 through September 30, 2019. If approved, States and Territories will have the option to renew these waivers for one additional year as long as progress is demonstrated during the initial waiver period. Separate guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

### Overview of Background Check Implementation deadlines

Original deadline for implementation (658H(j)(1) of CCDBG Act): September 30, 2017

Initial one-year extension deadline (658H(j)(2) of CCDBG Act): September 30, 2018

One-year waiver deadline (45 CFR 98.19(b)(1)(i)): September 30, 2019

Waiver deadline one-year renewal (45 CFR 98.19(b)(1)(ii)): September 30, 2020

Waiver approval for new (prospective) staff, existing staff or staff hired provisionally until background checks are completed, are subject to and contingent upon the OCC review and approval of responses to 5.4.9 that demonstrate that the state/territory requires: (1) the provider to submit the background check request before the staff person begins working; and (2) pending the results of the background check, the staff person must be supervised at all times by an individual who has completed the background check.

To submit a background check waiver request, complete the form below.

Check and describe each background check provision for which the Lead Agency is requesting a time-limited waiver extension.

**Appendix A.5:** National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for new or prospective staff. (See related question at 5.4.5 (a))

Describe the provision from which the state/territory seeks relief.

Ohio is requesting a waiver of extraordinary circumstance for the existing NSOR background check component waiver which expires on 9/30/2020. This request comes, as a result of the COVID-19 pandemic, which has caused Ohio to shift priorities and focus on creating safe places for families to place their children and keeping providers up and running during the pandemic. Among work done, Ohio developed emergency rules and financial support, provided TA and made emergency system changes. Likewise, Ohio did not learn until May 2020, during the Statewide issued emergency, of the changes initiated by the FBI on a nationwide automated system. This system change is through the Ohio Attorney General's Office, as they will now be completing the NSOR check and sending results to ODJFS. As a result of, the State issued executive order creating a State of emergency, Ohio has been unable to finalize plans with the AG's office, determine a process for ensuring staff get NSOR checks, and initiate system changes.

[Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children](#)

Waiving this requirement allows for child care programs to continue operating, in an already turbulent time, without the requirement to fulfill this check. Waiving this requirement will allow providers, who are already struggling due to COVID-19, the ability to operate without the added costs, policies and overall inconvenience of getting additional checks for their staff. It is imperative that we help providers stay open, especially during a time when we know there is an increased need for care and job opportunities. Providing them this one reprieve, although small, would go a long way in relieving an added stressor.

[Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.](#)

The current background check process includes a check of the external facing National Sex Offender Registry. Licensing staff continue to monitor all child care programs to ensure compliance with all licensing requirements.

[Appendix A.6: National Crime Information Center \(NCIC\) National Sex Offender Registry \(NSOR\) search requirements for existing staff. \(See related question at 5.4.5 \(b\)\)](#)

[Describe the provision from which the state/territory seeks relief.](#)

Ohio is requesting a waiver of extraordinary circumstance for the existing NSOR background check component waiver which expires on 9/30/2020. This request comes, as a result of the COVID-19 pandemic, which has caused Ohio to shift priorities and focus on creating safe places for families to place their children and keeping providers up and running during the pandemic. Among work done, Ohio developed emergency rules and financial support, provided TA and made emergency system changes. Likewise, Ohio did not learn until May 2020, during the Statewide issued emergency, of the changes initiated by the FBI on a nationwide automated system. This system change is through the Ohio Attorney General's Office, as they will now be completing the NSOR check and sending results to ODJFS. As a result of, the State issued executive order creating a State of emergency, Ohio has been unable to finalize plans with the AG's office, determine a process for ensuring staff get NSOR checks, and initiate system changes.



Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Waiving this requirement allows for child care programs to continue operating, in an already turbulent time, without the requirement to fulfill this check. Waiving this requirement will allow providers, who are already struggling due to COVID-19, the ability to operate without the added costs, policies and overall inconvenience of getting additional checks for their staff. It is imperative that we help providers stay open, especially during a time when we know there is an increased need for care and job opportunities. Providing them this one reprieve, although small, would go a long way in relieving an added stressor.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The current background check process includes a check of the external facing National Sex Offender Registry. Licensing staff continue to monitor all child care programs to ensure compliance with all licensing requirements.

 **Appendix A. 13:** New staff hired to work provisionally until background checks are completed. (See related question at 5.4.9)

Describe the provision from which the state/territory seeks relief.

Current Ohio Administrative Code allows for staff to work provisionally until results are secured as long as the staff member is not left alone with children.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Child care programs will be permitted to continue to hire staff that can quickly work in the classroom to fill voids with staff turnover.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

Licensing staff continue to monitor all child care programs to ensure compliance with all licensing requirements.