



Child Care Manual Procedure Letter No. 183

TO: Child Care Manual Holders

FROM: Kara B. Wentz, DCY Director
Matt Damschroder, ODJFS Director

DATE: September 25, 2024

SUBJECT: Changes to the DCY 01144 "Provider Agreement for Early Care and Education Services" and the DCY 01115 "Early Care and Education Services Release of Information"

Background

Early care and education programs intending to serve children through the publicly funded child care (PFCC) program must log on to the Ohio Child Licensing and Quality System (OCLQS) to complete a provider agreement (DCY 01144) with the Ohio Department of Children and Youth (DCY). The DCY 01115 "Early Care and Education Services Release of Information" assists child care providers with obtaining child care application information on the families they serve.

Purpose

The DCY 01144 "Provider Agreement for Publicly Funded Child Care Services" and the DCY 01115 "Early Care and Education Services Release of Information" have been revised to implement changes and update language to accommodate the Early Childhood Education (ECE) grant. The following changes were made:

- Titles were changed to "Provider Agreement for Early Care and Education Services" and "Early Care and Education Services Release of Information".
- Form numbers were changed to DCY.
- Articles in the provider agreement were revised to incorporate ECE grant language.
- The consent language in the release of information was revised to reflect additional early care and education programs.
- The email address for the help desk was updated.

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246 N. High Street
Columbus, OH 43215 U.S.A

Ohio Department of Job and Family Services
Matt Damschroder, Director
30 E. Broad Street
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Implementation

- Programs with a current provider agreement on file will not be required to sign a new agreement.
- Families with a current release of information for a specific provider on file will not be required to submit a new release for the same provider.
- Any program that does not agree with an article in the provider agreement or no longer wishes to provide services may terminate their agreement by logging on to the OCLQS Portal.
- The updated DCY 01144, "Provider Agreement for Early Care and Education Services," will be available on the OCLQS Portal on or after 9/30/2024.
- Any early care and education program signing an agreement on or after 9/30/2024 will sign the updated agreement.
- Programs signing these forms may elect to participate in one of the following but do not have to participate in all:
 - Publicly funded child care (PFCC)
 - Early childhood education (ECE) grant
 - Child care choice program (CCCP)

If you have questions, please contact the Family and Customer Support Center at 1-877-302-2347, option 4 or childcarepolicy@childrenandyouth.ohio.gov.

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Ohio Department of Children and Youth
EARLY CARE AND EDUCATION SERVICES
RELEASE OF INFORMATION

Caretaker Name		Phone Number							
Street Address	City	State	Zip						
Caretaker Email <i>(must be email you used in the SSP, if you have an SSP account)</i>		Last four digits of Caretaker SSN							
REASON FOR THE CONSENT TO RELEASE INFORMATION									
<p>This consent gives permission for the county department of job and family services (CDJFS)/Ohio Department of Children and Youth (DCY) to release publicly funded child care, early childhood education grant or special projects application information to the identified early care and education provider.</p> <p>You are not required to complete this form to be eligible for publicly funded child care, early childhood education grant or special projects.</p> <p>An early care and education provider cannot require you to complete this form as part of their enrollment process and/or to receive child care.</p>									
CONSENT TO RELEASE INFORMATION									
<p><u>Reason for Consent</u></p> <p>I _____ understand that by signing this that the provider(s) has access to my information until the access is revoked by me or my authorized representative even if I'm no longer attending that program.</p> <ul style="list-style-type: none"> Primary caretaker first and last name, address and phone number First and last name and date of birth of children needing care. Application information: <ul style="list-style-type: none"> Application status, including denied without PAD (payment after denial) and pending application. Verification documents needed. Eligibility begin and end date. Authorization information. 									
<p>This information may be released to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Provider 1 Name</td> <td style="width: 50%; border: none;">Provider 2 Name</td> </tr> <tr> <td style="border: none;">Program License Number</td> <td style="border: none;">Program License Number</td> </tr> <tr> <td style="border: none;">Provider Address</td> <td style="border: none;">Provider Address</td> </tr> </table>				Provider 1 Name	Provider 2 Name	Program License Number	Program License Number	Provider Address	Provider Address
Provider 1 Name	Provider 2 Name								
Program License Number	Program License Number								
Provider Address	Provider Address								
<ul style="list-style-type: none"> This document can be submitted using one of the following methods: <ol style="list-style-type: none"> Uploaded into the Self-Service Portal (SSP) by accessing your benefit https://ssp.benefits.ohio.gov/ Submitted to the caretakers' county agency. This consent will remain in effect for eighteen months from the date of application for pending and denied child care applications or may be revoked by the Caretaker or Caretaker's Authorized Representative at any time by providing notice in writing, which must include your name and case number using one of the following: <ul style="list-style-type: none"> Uploaded into the Self-Service Portal (SSP) by accessing your benefit https://ssp.benefits.ohio.gov/ Submitted to the caretakers' county agency. By signing this form, I am responsible for terminating the listed provider(s) access to the information listed on this form. Be aware that the information used or disclosed pursuant to this authorization may be disclosed by the recipient of the information and may no longer be protected from disclosure. Treatment, payment, enrollment, or eligibility for public assistance cannot be conditioned on signing this authorization unless the authorization is necessary for determining eligibility for the public assistance program. 									

<ul style="list-style-type: none">Pursuant to federal and state law, and applicable policies the DCY may access and disclose information contained in systems controlled or maintained by the DCY or controlled and maintained for the benefit of the DCY.	
Signature of Caretaker or Caretaker's Authorized Representative listed in Ohio Benefits	Date