

## Temporary Pandemic Child Care Program Information

### General Information

- ✓ A temporary pandemic child care program license is a short-term license to provide child care services to children whose parents are providing health, safety and other essential services as defined by the director of the Ohio Department of Job and Family Services in consultation with the director of the Ohio Emergency Management Agency. Ohio Administrative Code information on the rule requirements can be found here <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>
- ✓ Programs should refer to the essential list of workers as identified in the Stay At Home Order but are asked to continue to prioritize medical professionals where possible. The essential worker list can be found here: <http://jfs.ohio.gov/cdc/docs/COVID-Child-Care-Essential-List.pdf>
- ✓ If the program is not currently a licensed child care center, the program must comply with a pre-licensing inspection. If the program is currently a licensed child care center, a pre-licensing inspection is not required.
- ✓ Only currently licensed family child care homes can be licensed as pandemic child care programs. Currently certified in-home aides may also apply to be a pandemic child care provider.
- ✓ The child care center ratios and maximum group size are as follows:

Age Category	Ratio/Group Size
Infant	1:4 or 2:6
Toddler	1:6
Preschool	1:6
School Age	1:6

- ✓ Family child care providers can care for no more than 6 children at one time with no more than 3 of those children under the age of two.
- ✓ Programs should refer to the handwashing requirements in appendix B to rule 5101:2-12-13 of the OAC for centers and appendix A to rule 5101:2-13-13 of the OAC for family child care.
- ✓ Programs should follow the sanitizing requirement in appendix A to rule 5101:2-12-13 of the OAC for centers and appendix A to rule 5101:2-13-13 of the OAC for family child care, which directs the program to follow the instructions of the commercial product.
- ✓ Programs can establish their own policies for isolation and discharge of sick children. Reach out to your specialist for guidelines on what is appropriate. Programs may also wish to create a policy to check staff temperatures daily.
- ✓ Pandemic child care programs should be mindful of social distancing.
  - Each child care space should have no more than six children.
  - The staff member should not work with a different group at any time to avoid cross-contamination, whenever possible. Staff may not move from room to room and should only be in direct contact with their assigned group of children.
  - Limit the use of shared space or mixing of groups. If shared space is used, programs must have a rigorous cleaning schedule.
  - Keep children of parents of the same employer together, whenever possible. (i.e. when determining classes keep children of Hospital A together).
- ✓ If children attend that are unknowingly infected with COVID-19, programs should follow the CDC recommendations on preventative measures and report to your local health department.

- ✓ If a child or staff member tests positive for COVID-19, or the program needs to report a serious incident, injury or death, the program should email [childcarepolicy@jfs.ohio.gov](mailto:childcarepolicy@jfs.ohio.gov) with “pandemic reporting” in the subject line and include:
  - the name, address, license number and phone number of the program
  - the name and ages of the children involved; and
  - a summary of the incident including the date and program staff involved.
- ✓ The following resources are available to feed children being served by pandemic programs
  - CACFP and the Summer Food programs are offered by ODE. For more information visit: <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Supporting-Whole-Child-Nutrition>
  - ODJFS has released the TANF summer meal program early to the Ohio Association of Foodbanks. It will only be open to TANF eligible and eligibility verification is required
- ✓ A list of approved pandemic programs can be found here: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcareForFamilies/>
- ✓ Any parent who can find a safe and healthy alternative child care option during the pandemic that will keep their child(ren) out of a group setting and not with an elderly provider should do so. Pandemic child care programs should be a last resort for families.
- ✓ Background checks are still required by any staff working with children. If staff have an existing approval from ODJFS, then staff should keep a copy of the JFS 01176 or JFS 01177 on file at the pandemic child care program.
  - Staff without a background check, as described in rules 5101:2-12-09 and 5101:2-13-09 of the OAC, have seven days from their start day to submit for BCI/FBI checks and complete a request for a background check in the Ohio Professional Registry. More information on this change can be found here: <http://jfs.ohio.gov/cdc/docs/Pandemic-Background-Checks.pdf> Instructions on the background check process can be found here: [http://jfs.ohio.gov/cdc/Background\\_Check\\_Process.stm](http://jfs.ohio.gov/cdc/Background_Check_Process.stm)

### Application Process

- ✓ Fill out the JFS 1258 “Application for Temporary Pandemic Program” <http://www.odjfs.state.oh.us/forms/num/JFS01258/pdf/> and submit to [ODJFS\\_childcare@jfs.ohio.gov](mailto:ODJFS_childcare@jfs.ohio.gov)
- ✓ The program will receive a notification from ODJFS.
  - If approved, the program will receive an approval letter, a “Program List of Children Served” spreadsheet and the JFS 01259 “Pandemic Child Care Program Enrollment Addendum” that can also be found here <http://www.odjfs.state.oh.us/forms/num/JFS01259/pdf/>
  - If not approved, the program will receive a denial letter.
- ✓ Families must complete the following documents that must be provided to the program before the first day of attendance:
  - JFS 01234 "Child Enrollment and Health Information for Child Care" <http://www.odjfs.state.oh.us/forms/num/JFS01234/pdf/>
  - JFS 01259 “Pandemic Child Care Program Enrollment Addendum” <http://www.odjfs.state.oh.us/forms/num/JFS01259/pdf/>
- ✓ Programs must fill out the “Program List of Children Served” spreadsheet, sent to them by ODJFS, by listing all families that will be enrolled. This includes private pay and families determined eligible for PFCC. The names on the spreadsheet should match the names on each child’s JFS 01259 “Pandemic Child Care Program Enrollment Addendum”.

- ✓ Programs should submit the “JFS 1288 “Pandemic Child Care Enrollment Cover Sheet” <http://www.odjfs.state.oh.us/forms/num/JFS01288/pdf/>, the “Program List of Children Served” spreadsheet, the JFS 01259 “Pandemic Child Care Program Enrollment Addendum” for every child enrolled, and the verification documents required for each child. ODJFS cannot accept these documents from county agencies, the program must submit them. These documents should be sent together in one email to ODJFS at [PandemicChildCare@jfs.ohio.gov](mailto:PandemicChildCare@jfs.ohio.gov). Please include the program name and license number in the subject line of the email. Instructions on how to string a PDF document can be found at: <http://earlychildhoodohio.org/sutq/pdf/OCLQSHowtoStringPDF.pdf>
  - Programs can use verbal attestation for income and identity but must verify that the parent is an employee recognized on the essential list established by ODJFS and EMA, both in position and category of service. Acceptable forms of verification include a copy of a pay stub, tax forms, work ID, a work schedule or letter from the employer. Client statement can be used if no other verification is available. The provider must document the verification used to confirm essential staff category.
- ✓ Child care workers in pandemic programs are considered essential and may send their children to temporary pandemic programs.
- ✓ Essential staff working from home are not eligible for pandemic child care.
- ✓ Temporary pandemic programs are intended for families that are unable to make other arrangements for their children. ODJFS is not monitoring the employment of multiple caretakers in the home.
- ✓ ODJFS will review the spreadsheet and identify the children determined eligible for PFCC.
- ✓ Programs will receive an e-mail notifying that the children have been verified and are considered enrolled.
- ✓ Programs that have children determined eligible by the county agency for PFCC will be contacted to set up payment. This includes:
  - Reviewing and signing the electronic version of the “Provider Agreement for Publicly Funded Pandemic Child Care” and the “Provider Agreement for Publicly Funded Pandemic Child Care Services Appendix A”.
  - Logging into the CCIDS Provider Portal to provide the appropriate information for the payment to occur via an electronic fund transfer, if this is not already completed. Instructions for using the CCIDS Provider Portal will be provided to the program at the time the families are determined eligible.
- ✓ Children do not need to be authorized to pandemic programs in order to attend a pandemic child care program. However, they must be determined eligible for PFCC by the county agency in order for ODJFS to pay for child care.
- ✓ If you are currently licensed as a Pandemic Child Care Program and no longer wish to provide pandemic services, please email [ODJFS\\_childcare@jfs.ohio.gov](mailto:ODJFS_childcare@jfs.ohio.gov) to request closure of your pandemic license.

### Payment Information

- ✓ Temporary pandemic programs can begin operating immediately upon receipt of the approval letter from ODJFS.
- ✓ Temporary pandemic programs will be issued a weekly PFCC pandemic child care payment as determined by the new “Provider Agreement for Publicly Funded Pandemic Child Care Services” and Appendix A.

- ✓ The PFCC pandemic payment is based on the 5-star weekly rates for the provider's county, the number and ages of enrolled children whose parents are providing health, safety or essential services who are determined eligible for PFCC. The rate chart is located at the end of this document.
- ✓ Payment is not based on the hours of care provided, it is based on enrollment.
- ✓ Payment will apply to all child care provided to families determined eligible for PFCC starting from the date on the approval letter.
- ✓ Programs may not charge families determined eligible for PFCC any additional amounts for pandemic child care services, this includes not collecting co-payments.
- ✓ If the "Program List of Children Served" spreadsheet was not submitted by the deadline of March 30, 2020 at 10:00 am, the payment may be delayed. All documentation will be reviewed, and payment will be adjusted appropriately to ensure that all eligible services provided are paid.
- ✓ If the program has a change in enrollment from the originally submitted "Program List of Children Served" spreadsheet, then the program should submit updates only on Friday or Saturday of the week of the change. The email should be sent to [PandemicChildCare@jfs.ohio.gov](mailto:PandemicChildCare@jfs.ohio.gov) and should **only include the children newly enrolled** or no longer enrolled with the following supporting documentation:
  - JFS 1288 "Pandemic Child Care Enrollment Cover Sheet"
  - "Program Child Update" spreadsheet
  - JFS 01259 "Pandemic Child Care Program Enrollment Addendum" for every child enrolled
  - Verification documents required for each child
  - The **subject line should read "enrollment change"** and include the program name and license number.
- ✓ The PFCC pandemic payment is issued through an electronic fund transfer to the bank account entered by the provider in the CCIDS Provider Portal.
- ✓ If a child who has been determined eligible for PFCC moves to a new pandemic program, the county does not need to change the authorization for the child. The authorization should remain with the child's regular child care program.
- ✓ Private pay families will pay a rate determined by the provider. The rate does not have to be the same as the pandemic rate paid by ODJFS.
- ✓ Caretakers who indicate on the enrollment form that they fall below income guidelines must still apply for PFCC through their county agency. If the caretaker is not determined eligible by the county, then the family is responsible for the child care payment as set by the provider.
- ✓ Attendance is to be recorded and maintained at the program, not in the TAP system. It does not need to be submitted to ODJFS. Attendance records should include the child's arrival and departure times, full name and date of birth.
- ✓ The PFCC pandemic payments will be issued until the Executive Order is lifted and normal child care can resume.

**Payment Rates for Temporary Pandemic Programs**

County Category 1		County Category 2		Category 3	
Brown, Champaign, Crawford, Defiance, Fayette, Fulton, Gallia, Guernsey, Hocking, Mercer, Muskingum, Paulding, Putnam, Ross, Scioto, Tuscarawas, Van Wert, Vinton, Williams, Wyandot		Adams, Allen, Ashland, Ashtabula, Athens, Carroll, Clark, Clinton, Columbiana, Coshocton, Darke, Erie, Hancock, Hardin, Henry, Highland, Holmes, Huron, Jackson, Lawrence, Licking, Logan, Madison, Meigs, Miami, Morrow, Perry, Pickaway, Pike, Preble, Richland, Sandusky, Seneca, Shelby, Stark, Union, Washington, Wayne		Auglaize, Belmont, Butler, Clermont, Cuyahoga, Delaware, Fairfield, Franklin, Geauga, Greene, Hamilton, Harrison, Jefferson, Knox, Lake, Lorain, Lucas, Mahoning, Marion, Medina, Monroe, Montgomery, Morgan, Noble, Ottawa, Portage, Summit, Trumbull, Warren, Wood	
Child Care Center & Type A Family Child Care Home Rates					
Weekly Rate		Weekly Rate		Weekly Rate	
Infant	\$201.20	Infant	\$231.11	Infant	\$294.84
Toddler	\$173.35	Toddler	\$211.32	Toddler	\$264.02
Pre-school	\$154.39	Pre-school	\$184.72	Pre-school	\$230.97
School Age	\$86.35	School Age	\$105.61	School Age	\$131.22
Type B Family Child Care Home & In-Home Aide Rates					
Weekly Rate		Weekly Rate		Weekly Rate	
Infant	\$188.53	Infant	\$194.39	Infant	\$201.18
Toddler	\$174.74	Toddler	\$182.52	Toddler	\$201.88
Pre-school	\$161.01	Pre-school	\$167.78	Pre-school	\$173.34
School Age	\$141.45	School Age	\$140.40	School Age	\$140.40