For people interested in becoming a Type B Child Care Provider
Welcome and Introductions

- Thanks for coming today
- We hope to address some of the questions you may have about this process
- Please jot down questions you may have as we go through the materials and we will answer them at the end
Application Process

- Overview of application process, timelines and costs
- 90 day timeline starts today for all materials listed in Appendix A of rule 5101:2-14-02. If not completed by this deadline, application will be “closed”
Required Documents for an “Application for Licensure”

The following documents shall be completed and submitted to the county Department of Job and Family Services (CDJFS):

1. JFS 01643 “Application for Licensed Type B Home” (rev. 2/2014)
2. JFS 01280 “Medical Statement for Type B Home and In-Home Aide Child Care Providers” (rev. 2/2014)
3. JFS 01329 “Statement of Non-Conviction for Type B and In-Home Aides” (rev. 1/2014)
4. JFS 01923 “Emergency/Substitute Caregiver Statement for Type B Home Provider” (rev. 2/2014)
5. JFS 01302 “Request for Child Abuse and Neglect Report Information” (rev. 2/2014)
6. Completed results of the Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) criminal records check for applicant, employee, emergency and substitute caregiver and all residents of the home in accordance with the rule 5101:2-14-07 of the Administrative Code
7. Verification of completion of high school education, a high school diploma or general educational development (GED), as required in 5101:2-14-06 of the Administrative Code
8. Verification of completion of Healthy and Safety curriculum for the applicant, employee and emergency and substitute caregiver as required by rule 5101:2-14-08 of the Administrative Code and a signed and completed JFS 0924 “In-Service Training for Type B Home and In-Home Aide Child Care Providers” (rev. 8/2008)
9. Verification of the applicant, employee and emergency and substitute caregiver’s current certification in First Aide and Cardiopulmonary Resuscitation (CPR as required by rule 5101:2/14/08 of the Administrative Code
Screening Process

- We will be reviewing your past history with the Department of Children and Family Services (DCFS) regarding any allegations of abuse or neglect.
- Be aware that any incidents of substantiated or indicated abuse or neglect may affect your ability to be a child care provider.
- Due to time lines with DCFS it may take a while to obtain information back on these issues.
Review of Court Dockets

- We will also be reviewing on-line Court records for any history of criminal convictions.
- These will be reviewed along with BCI and FBI background checks for information of any prohibited criminal offenses.
- If there are past convictions you (or HH member or sub, etc) will be required to complete a Rehabilitation form to see if they can be overlooked.
Criminal Background Checks

- BCI and FBI background checks must be done for the following people
  - Applicant
  - All adult household members
  - Emergency/Substitute caregivers (also assistants and employees)
Criminal Background Check

- Must be completed using the reason code of 5104:013
- Must be mailed back directly to our agency from the Attorney General’s Office.

- Carrie Fleets
  Child Care Licensing Unit
  1641 Payne Ave, Room 350
  Cleveland, Ohio 44114
Emergency/Substitute Caregivers

- Each Type B provider must have at least one emergency/substitute caregiver
- If you have only one, person cannot be another provider
- Sub must have background checks, take Health & Safety and be certified in Infant/Child CPR and Pediatric First Aid
- Optional for providers to also have assistants and employees
Overview of Chapter 14 Rules

- We can only give an overview of the rules due to time constraints
- All providers are required to fully read the rules and ask questions as needed
- Expectation is that providers understand and follow the rules
5101:2-14-01
Definitions for Licensed Type B Home

- Definitions of some terms in the rules
5101:2-14-02
Application and Issuance for a Type B Home Provider License

- Continuous license unless move, voluntary closure or revoked
- Provider must submit new application when relocating and be in compliance in all areas. New home needs to be ready within 2 weeks of move
- Inspections must be during hours of operation
- 90 day deadline to meet all requirements in Appendix A
5101:2-14-03
Compliance Inspection and Complaint Investigation

- Newly licensed providers are provisional during the first year and will have 3 visits (in additional to initial) during the first year (2 are unannounced)
- Must come into compliance within specified deadlines to remain licensed
- When agency receives complaint we must notify the caretakers of the alleged rule violation
5101:2-14-04

Denial and Revocation

- County must recommend actions to ODJFS for their approval or denial
- Provider can be revoked if they lost their provider agreement due to misuse of Ohio ECC
- Appeals of these actions fall under the 119 Hearing process and will take place in Columbus (as of now)
5101:2-14-05 Procedures for a Type B Home Provider Operating Under a Provisional License

- 12 month provisional period
- Must take Communicable disease and Child Abuse Recognition during these period if not already taken
- Must have publicly funded children by the end of 12 month period
- Must be fully in compliance in order to be recommended for regular continuous license
Provider Qualifications

- No outside employment during hours of operation
- Must have liability insurance or statement from parents (JFS 1933)
- 6 hour continuous break if no employee
- Must provide info to parent for tax prep (obtain tax ID# from IRS)
- Have interview with parents before providing care. Give them handbook and do all necessary paperwork, etc.
- Cannot be specialized or treatment foster parent. (Can do Family foster care)
5101:2-14-07
Requirements for Criminal Records Checks

- BCI & FBI background checks for provider, adult household members and emer/sub, assistants and employees every 5 years (must be coded 5104.013)
- Must complete a rehabilitation form for each prohibited offense (listed on non-conviction statement) County determines if rehab has been met
Training Requirements

- Before licensing must complete Health & Safety, Pediatric First Aid and Infant, Child and Adult CPR.
- Can take Communicable Disease and Child Abuse Recognition during 1st year
- Must have at least six hours of in-service training each year with 2 hours in child growth and development
Must notify county when using emergency or substitute caregivers

Can use assistant when provider is present

Employees can be used with or without provider being present and can act as a substitute. Must meet same requirements as the provider

Requirements listed in Appendix A for emergency/substitute caregivers and assistants

Requirements listed in Appendix B for employees
Smoke detectors required in basement and all levels of the home

Carbon monoxide detectors required in basement and all levels of the home used for child care

First extinguisher in kitchen (minimum rating 1A:10BC)

Care cannot be provided in any level above the second floor (including apartment buildings)

Must do monthly fire drills with children
5101:2-14-11
Indoor and Outdoor Space Requirements

- 35 square feet per child indoors/uninterrupted play area
- 60 square feet per child outdoors. Play area must be safe and located away from traffic (fence or natural barrier)
Safe Equipment and Environment

- Temperature of home at least 65 degrees, if above 85 must have fans or air conditioning
- Hot water temperature cannot exceed 125 degrees
- Must keep items dangerous to children inaccessible (i.e. cleaning supplies, tools, etc.)
- Electrical outlets must be covered
- All pets must have required immunizations and license
5101:2-14-13
Sanitary Equipment and Environment

- Schedule for cleaning and sanitizing of home and equipment
- Hand washing requirements
- Must have smoke free environment with no smoking sign posted
Written permission to transport (routine and field trips)
Valid driver’s license and car insurance
Legally required car seats / child restraints
Cell phone and first aid kit required when transporting
Child Records Requirements

- Must have child enrollment form for all children by first day in care
- Medical form for all children not in school (including provider’s child)
- Special needs children need medical/physical care plan
- Appendix A for immunization requirement
- Appendix B for medications
5101:2-14-16 Medical, Dental, First Aid and Communicable Disease Procedures

- First Aid Kit on premises (items required in Appendix A)
- Completed medical/dental emergency plan
- Requirements for use of incident injury report
- Posted communicable disease chart
- Check child daily upon arrival for communicable disease/other concerns
5101:2-14-17
Programming and Materials

- Post daily activity schedule
- Must have variety of toys, books and materials to meet physical, social/emotional and educational needs of all age levels in care
5101:2-14-18

Group Size

- Can only care for maximum of 6 children at one time
- No more than 3 children under the age of 2
- Own children count against group size when under 6
- Must maintain daily attendance record for all children in care (private and publicly funded)
5101:2-14-19
Sleeping and Napping

- Children can nap in a bed, couch, cot, pads and mats (at least 1 ½ inches)

- Infants must sleep in a crib (meets current safety requirements eff 6/28/11) or a play pen

- No choking hazards in crib or playpen and infant must be laid on back
5101:2-14-20
Supervision of Children and Child Guidance

- Children must be within sight or hearing at all times
- Must have working telephone (land line or cell)
- Notify county and DCFS if abuse or neglect is suspected
- No forms of corporal punishment (hitting) allowed
- Prohibited discipline techniques listed in Appendix A
Meal Preparation/Nutritional Requirements

- Must serve varied and nutritious foods that meet guidelines
- Weekly menu posted
- Provider can participate in USDA food program to help with food expenses
5101:2-14-22

Infant Care and Diaper Care

- Daily written report to parents on food, sleep, diaper changes and activities
- Formula and feeding guidelines
- Requirements on diaper care / changing
5101:2-14-23
Swimming and Water Safety

- No use of pools (unless wading pool < 18 inches)

- Pools must be inaccessible to children

- Can go to approved public pools with red cross life guards with parents written approval

- No swimming in natural bodies of water (lake, stream, etc.)
Evening and Overnight Care

- Hours between 7 p.m. and 6 a.m.
- Provider must be awake until children fall asleep
- Must have monitoring device so children remain within hearing at all times
- Each child must have individual crib, playpen, cot, mattress, couch or bed and blankets
State of Ohio

5101:2-14-25

County Department of Job and Family Services Licensing Responsibilities

- County Licensing staff must be trained using State curriculum.
- County must maintain a case file on all licensed Type B providers.
- Provider has the right to view their files with the exception of certain confidential information.
Pre-Licensing Provider Visit Checklist

Date of Visit: ____________________ Initial ( ) Follow-Up ( ) Licensing Specialist: ________________________________

Start Time: _____________ End Time: _____________

Applicant __________________________ Address: ________________________________

(Please print name) City/Zip: ________________________________

<table>
<thead>
<tr>
<th>Outdoor Observations:</th>
<th>Excellent</th>
<th>Good</th>
<th>Needs Work</th>
<th>Poor</th>
<th>Not Applicable</th>
<th>Comments</th>
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<td>Sidewalk</td>
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<td>Driveways</td>
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<td>Porch</td>
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<td>Steps</td>
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<td>Gutters</td>
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<td>Downspouts</td>
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<td>Is the front yard free of debris, if not where?</td>
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<td>Do the front windows open? Are they painted shut?</td>
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<td>Is the outside of the home free of flaking or peeling paint?</td>
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<td>Decks</td>
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<td>Is the back yard free of debris, if not where?</td>
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<td>Is there a pool on the premises &amp; is it inaccessible to children?</td>
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<tr>
<th>Outdoor Play: Home ______ Public _______ (Check one)</th>
<th>Excellent</th>
<th>Good</th>
<th>Needs Work</th>
<th>Poor</th>
<th>Not Applicable</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Is area protected by a fence w/functioning gates or natural barrier?</td>
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<td>Access to drinking water &amp; bathroom facilities during playtimes?</td>
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<td>Shade provided as needed</td>
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<td>Free of rubbish, foreign objects, garbage, hazards, bar-b-que grills, etc.?</td>
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<td>Play equipment has a fall zone of protective resilient material</td>
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<td>No chipped/peeling paint or toxic substances</td>
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<td>Is play area out of traffic pattern?</td>
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<td>Equipment free of rust, cracks, holes, splinters, sharp points/edges</td>
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<td>Inside Condition of Home:</td>
<td>Excellent</td>
<td>Good</td>
<td>Needs Work</td>
<td>Poor</td>
<td>Not Applicable</td>
<td>Comments</td>
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<td>Floors</td>
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<td>Baseboards</td>
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<td>Window sills, is there flaking or peeling paint?</td>
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<td>Are there screens in all the windows</td>
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<td>Walls</td>
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<td>Ceilings</td>
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<td>Uninterrupted play area</td>
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<tr>
<th>Fire Safety:</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Comments</th>
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<tr>
<td>Was the refrigerator, stove &amp; oven working properly &amp; checked?</td>
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<td>Are there primary &amp; secondary escape routes?</td>
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<td>Are all stairs, hallways &amp; passages to exit adequately lighted?</td>
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<td>Are doorways, corridors, stairways clear of obstructions?</td>
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<td>Is there a written evacuation plan? Did you see it?</td>
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<td>Is there documentation of a plan &amp; log of practice drills?</td>
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<td>Are flammable &amp; combustible materials properly stored?</td>
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<td>Was the smoke detector checked on each level of the home?</td>
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<tr>
<td>Was the CO2 detector checked on each level of the home?</td>
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<td>Portable fire extinguisher in the kitchen: Minimum rating-1A:10BC</td>
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<td>Are there nonflammable guards on heaters?</td>
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<td>Are there childproof covers on electrical outlets</td>
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<td>Are there any exposed light bulbs?</td>
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<tr>
<th>Smoke Free Environment:</th>
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<th>No</th>
<th>NA</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Is there any smoking in the home or attached bldgs during cc hrs?</td>
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<td>Have parents been made aware that smoking is permitted after cc hrs?</td>
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<td>Is the &quot;No Smoking&quot; sign posted?</td>
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<td>Safe Equipment &amp; Environment:</td>
<td>Yes</td>
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<td>NA</td>
<td>Comments</td>
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<td>Is there any broken or unsafe equipment?</td>
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<td>Is the indoor temperature between 65-85 degrees?</td>
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<td>Are there any hazardous conditions?</td>
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<td>Are there any toys small enough to swallow?</td>
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<td>Are cleaning supplies stored and labeled properly?</td>
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<td>Have pets been inoculated, licensed &amp; properly cared for?</td>
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<td>Are fans &amp; air conditioners used safely?</td>
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<td>Are blind cords &amp; electrical cords secure?</td>
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<td>Are lawnmowers not used or inaccessible?</td>
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<td>Is the toilet &amp; sink height suitable w/ or w/ out a platform?</td>
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<td>Is there proper ventilation?</td>
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<td>Is there protective covering under the indoor gross motor area?</td>
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<td>Are equipment straps used properly?</td>
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<td>Are handles of pots faced inward on stove?</td>
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<td>Are there aerosol sprays?</td>
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<td>Are there mercury thermometers?</td>
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<td>Hot tubs or spas not used or inaccessible?</td>
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<td>Are there any environmental hazards?</td>
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<tr>
<th>Equipment:</th>
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<tr>
<td>Is equipment available for all appropriate age categories?</td>
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<td>Do you have sufficient quantities of equipment?</td>
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<td>Is furniture durable and child sized?</td>
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<td>Are play materials accessible and orderly?</td>
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<td>Is equipment accessible to children, able to select, remove, replace?</td>
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<thead>
<tr>
<th>Sanitary Equipment &amp; Environment:</th>
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<th>NA</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Is there toilet tissue, liquid soap &amp; toweling for handwashing?</td>
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<tr>
<td>Do toilets flush after use?</td>
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<td>Is the home &amp; equipment clean and in good repair?</td>
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<td>Do all the trash bins have lids and liners?</td>
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<tr>
<td>First Aid Supplies &amp; Procedures: Do you have</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
<td>Comments</td>
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<tr>
<td>Tweezers</td>
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<tr>
<td>Rounded end scissors</td>
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<td>Digital thermometer</td>
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<tr>
<td>Assorted adhesive bandages</td>
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<tr>
<td>Assorted gauze squares</td>
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<tr>
<td>First Aid tape</td>
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<tr>
<td>Rolled gauze bandage</td>
<td></td>
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<tr>
<td>Instant cold pack or ice</td>
<td></td>
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<tr>
<td>Disposable non-latex gloves</td>
<td></td>
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<tr>
<td>Pocket mask or face shield for CPR (appropriate for all ages)</td>
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<tr>
<td>Working flashlight</td>
<td></td>
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<tr>
<td>Sealable plastic bags, assorted sizes</td>
<td></td>
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<tr>
<td>Tooth preservation system or fresh chilled milk (SA only)</td>
<td></td>
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<tr>
<td>A current guide to emergency first aid</td>
<td></td>
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<tr>
<td>Soap (fieldtrips/routine trips only)</td>
<td></td>
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<td></td>
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<tr>
<td>Bottled water (fieldtrips/routine trips only)</td>
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</tbody>
</table>

Additional Comments:
_____________________________________________________________________________________________________________________________
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_________________________________________                                    ______________________________________
Applicant                                                                 Licensing Specialist

Date
Pre-Licensing Visit

- Assist and prepare you to be ready for the licensing phase of this process

- A time for you to get advice and help on what you may need to do to prepare for the ongoing licensing inspection

- After the application process, we will be conducting one, possibly two on-site visual inspections of your home

- Our inspection will include the outside of your home and all the rooms inside of your home

- If a second pre-licensing inspection is necessary, we will make the appointment with you at the time of convenience of both of us

- If more time is needed for compliance or repair issues, you may want to sign a Withdrawal and start the process over

- Information we obtain from our pre-licensing visit(s) will be forwarded to your ongoing Licensing Specialist
**Reimbursement Rates for Professional Type B Providers**

**Effective August 2011 Billing**

### Professional Type B Homes

<table>
<thead>
<tr>
<th></th>
<th>INFANT</th>
<th></th>
<th></th>
<th>TODDLER</th>
<th></th>
<th></th>
<th>PRE-SCHOOL</th>
<th></th>
<th></th>
<th>SCHOOL-AGE</th>
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<tbody>
<tr>
<td></td>
<td>Ceiling Rate</td>
<td>5%</td>
<td>10%</td>
<td>Rate</td>
<td>5%</td>
<td>10%</td>
<td>Rate</td>
<td>5%</td>
<td>10%</td>
<td>Rate</td>
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</tr>
<tr>
<td>FT</td>
<td>138.45</td>
<td>145.37</td>
<td>152.30</td>
<td>126.23</td>
<td>132.54</td>
<td>138.85</td>
<td>116.21</td>
<td>122.02</td>
<td>127.81</td>
<td>96.04</td>
<td>100.84</td>
<td>105.64</td>
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<tr>
<td>PT</td>
<td>78.22</td>
<td>82.13</td>
<td>86.04</td>
<td>87.74</td>
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<td>96.51</td>
<td>91.31</td>
<td>95.88</td>
<td>100.44</td>
<td>59.73</td>
<td>62.72</td>
<td>65.70</td>
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<tr>
<td>HR</td>
<td>5.10</td>
<td>5.36</td>
<td>5.61</td>
<td>4.60</td>
<td>4.83</td>
<td>5.06</td>
<td>5.23</td>
<td>5.49</td>
<td>5.75</td>
<td>3.71</td>
<td>3.90</td>
<td>4.08</td>
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</tbody>
</table>

### School-Age Summer Rates

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
<th>5%</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>103.81</td>
<td>109.00</td>
<td>114.19</td>
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<tr>
<td>PT</td>
<td>79.07</td>
<td>83.02</td>
<td>86.98</td>
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<tr>
<td>HR</td>
<td>5.71</td>
<td>6.00</td>
<td>6.28</td>
</tr>
</tbody>
</table>

**Weekly Hours:**
- **Full Time** = 25-60 hours per week
- **Part time** = 7 – 24.9 hours per week
- **Hourly** = .1 - 6.9 hrs week or any hours > 60 hrs. per week.

**Non-traditional hours:** Between seven p.m. and six a.m. on weekdays and between twelve a.m. Saturday and six a.m. Monday and any hours of care provided on New Year’s day, Thanksgiving day, Christmas day, Memorial day, Labor day, Independence day and Martin Luther King, Jr. day.

**Age Categories:**
- Infant = Birth - < 18 months
- Toddler = 18 months - < 3 years
- Pre-School = 3 years – not a school age child
- School Age = enrolled in school (or age 6) - < age 13 unless a special needs child

**State Ceiling Rates are in red.** Providers are only able to bill above the ceiling rates if either of the special circumstances apply as described below and if their customary charge to the public (as entered on the web portal) meets or exceeds the higher rate.

* Providers are eligible to bill at **5%** higher rate for a special needs child (if identified by county worker) or providing care during non-traditional hours

* Providers are eligible to bill at **10%** higher rate for a special needs child during non-traditional hours
Payments are made on a weekly basis for:

- F/T hrs. between 25 - 60;
- P/T hrs. between 7 - 4.9; or
- Hourly between .1 - 6.9 hrs (less than 7 hrs.)
- If an authorization is for > 60 hours, payment will be at the F/T + hourly rates

Payments are also made according to age category. For example:

- Infants are birth – up to 18 mos.;
- Toddlers are 18 mos. – up to 3 yrs;
- Preschool children are – 3 yrs. up to 5 yrs., but not enrolled in school;
- School age children are enrolled in school or 6 yrs. old, whichever is applicable

Each child receives a maximum of 10 absences per 6-month period between January-June & between July-December; no rollover absences is allowed

Absences should be reported to ODJFS regardless of the impact on payment

Parents should not be asked to swipe on days the child is absent

You should have an agreement with parents (a contract) that covers additional fees, i.e, late fees, field trip fees, absences, etc.

Summer school age rates are in effect from the last Sunday in May through the first Saturday in September, regardless of the school district
Definition of Customary Charge 5101:2-16-41

- Your customary charge is the rate that you would charge to the public if you were providing care to other than publicly funded children.

- In the chart, the base rate is indicated in red under each age category.

- The additional rates are the higher rates if you care for children with special needs or during non-traditional hours.

- Your customary rate must be at least as high as the 5% or 10% rate if you want to receive the higher rate the care of these children.

- If your customary rate is lower than the State ceiling rates, you will receive the lower rate.

- You should submit a rate for every age category in the event you provide care for that age category in the future.
Co-Payments  5101:2-16-39

- The co-payment is the dollar amount that the parent is responsible to pay for child care services based on household composition and income

- The co-payment is equally distributed among all authorizations within the week

- The provider & the caretaker are notified of the co-payment amounts through the Child Care Notice

- The child’s cost of care for the week includes payment to the provider for absent days;

- You will are responsible for collecting all assigned co-payments

- Delinquent co-payments should be reported to our Agency no more than three (3) weeks from the date the co-payment was due

- The parent will be ineligible for child care benefits until satisfactory payment arrangements are made
The Provider Agreement is the actual contract between the provider and ODJFS.

Without the Provider Agreement signed and submitted to ODJFS, you will not receive payment for the care of publicly funded children.

You will be able to access this document and the other information necessary to receive payment through the internet. For example:

- Your rate information – customary charge to the public; and
- Your bank information so you can receive direct deposit payments.

In addition to signing a Provider Agreement, you should maintain attendance records and sign-in sheets.

By reading and acknowledging, by your signature, you agree to the terms of the Provider Agreement with ODJFS.
Child Care Improper Payments 5101:2-16-71

- Any misuse of the Ohio ECC, may result in termination of your Provider Agreement and/or repayment of any overpayment you may have received
- Over payments may occur as a result of an error on the part of the parent or yourself
- Caring for a child in the wrong age category
- An Agency error, i.e., the child is listed in the wrong category
- Inaccurate swipes
- Failure of a caretaker/parent to make repayment resulting in a loss of benefits
- You or your staff using the swipe card in the absence of the parent
- We recommend you require that parent coming from another child care provider give you a receipt as proof they are current in their co-payments
- You may want to check with previous provider or Ohio ECC system to determine the number of absences a child had left
Provider Responsibilities

- Unannounced visits during hours of operation, cooperation in complaint investigations
- Non-compliance follow up procedures
- Notification to the agency regarding DCFS and police investigations and new household members
- Requirement to keep records of children and families confidential, and record retention for 3 years
- Must be professional with families, county & state staff and other professionals
Supervisory Requirements

- Supervisory Surveys
- Surprise visits
Additional Reference Materials and Resources

- Review of subsidized child care income guidelines – shows gross monthly income amounts (before taxes etc are taken out) that families cannot exceed in order to qualify for child care assistance

- Ohio ECC weekly payment schedule – shows the dates for weeks of service and the deadlines dates for back swipes, when to expect payment and manual claim deadlines
Additional Resources Continued

- **CCIDS info sheet** – keep for reference for steps to take once licensed to get your information into State web portal so you can be paid
- **Child Care in Ohio Resource guide** – keep as reference for important phone numbers and website addresses for child care providers
- **ODJFS website info sheet (yellow)** – shows all the information available on State website (access to rules, forms, SUTQ info, etc)
Starting Point – Training Calendar and Care for Kids Program

- Discussion of training classes available through the Regions and Starting Point

Overview of the Care for Kids Program
- SUTQ assistance?
- Support Groups
Questions
Conclusion

- Thanks for your time and attention today and good luck on your journey to becoming a licensed Type B provider in Cuyahoga County!