



Important Information About Your Child Care Benefits

Ohio Electronic Child Care Swipe Card

The Electronic Child Care system allows the caretaker the convenience of reporting their child's attendance using a swipe card in conjunction with the child care provider's card reading device. Upon authorizing your initial childcare benefits it may take 5-7 business days to receive your new card.

THE SWIPE CARD WILL NOT BE MAILED UNTIL A CHILD CARE PROVIDER IS SELECTED.

To activate your card, change your pin number, report a lost, stolen or damaged card and request a replacement card you please must contact the Ohio ECC Caretaker Helpline at 1-888-796-4322.

Child Care Provider Changes

The Caretaker can request a provider change by completing a Child Care Provider Change Request Form. Requests for provider changes must be initiated, signed and dated by the caretaker. The effective date of the change will be the date the caretaker submits the change request form. Requests cannot be backdated. Please allow 5 business days to process provider change requests.

The form can be completed by calling the Cuyahoga Benefits Application Hotline at (216) 416-4440 in person at any Neighborhood Family Service Center, faxed to 216-987-8655 or requested through your child care worker.

If a caretaker requests a provider change, you will not be able to swipe the child at the new provider until the change has been processed by our agency. A system generated notice of the provider change will be mailed to the caretaker and provider. In addition, the provider will be able to view the change on the Ohio Electronic Child Care system the day following the updated change.

Reporting and Requesting Changes

All changes must be reported to your worker within 10 days of the change. All employment, educational or training activities must be verified to adjust your benefits.





For Child Care Application, Reapplication & Changes Required Verification/Documentation*

INCOME – must verify gross monthly income from all sources

EARNED

- Pay stubs (received with the past 30 days)
- Pay received:
 - Weekly last 4 pay stubs
 - Every 2 weeks last 2 pay stubs
 - Twice monthly last 2 pays stubs
 - Monthly last pay stub

UNEARNED

- Child Support
- Unemployment
- Social Security
- Veterans Benefits
- Rental Income
- Alimony

NEW EMPLOYMENT

- Letter from employer verifying date of hire, hours worked per week and rate of pay

SELF EMPLOYMENT

- Income tax return from the previous year with all schedules & current business records
- Monthly ledger – if business is new

*Note: If your business shows a loss or little income must provide a statement as to how you are meeting your monthly household expenses

SCHOOL

- Course or Class schedule
- Grade report for prior semester
- Financial Aide Award letter

TRAINING

- Letter indicating start date, end date and hours of attendance

GED

- Schedule signed by instructor with a contact number

NO HOUSEHOLD INCOME

- Must provide a written statement documenting how you are meeting your monthly household expenses.

Child Care Eligibility Unit

Child Care Information Line 216-987-6929
 Fax Number 216-987-8655