

Child Care Provider FAQs

Pandemic Center Payments, Essential Workers, Forms and More

Based on March 27, 2020 Webinar

*This document does not constitute legal advice,
and it is not an official communication from the State of Ohio.*

The [Ohio Association of Child Care Providers](https://www.ohioassociationofchildcare.com/) is holding weekly Zoom meetings for pandemic centers. It also has a private FaceBook page where you can share concerns and learn from other pandemic centers. Join here:

<https://www.facebook.com/groups/233694154351373/about/>

Q: I am a pandemic center. What if a child or staff member tests positive for COVID-19?

A: If a child or staff member exhibits symptoms or is ill, send them home. Then contact your local public health department.

ODJFS asks you to notify the department of a positive test result at:

ODJFS_childcare@jfs.ohio.gov with the Subject Line: **COVID-19 Report**

In the body of the email, state the program name, address, and license number. Specify whether the person who tested positive is a child, family member or staff member. (March 24 ODJFS letter to providers)

Q: I am a pandemic center. Will I be paid for my PFCC children whose families were previously enrolled but are not considered essential workers?

A: Yes. The Governor has issued an order to reimburse programs that were already licensed prior to the pandemic based on their attendance for the week of January 26 through February 1. This reimbursement arrangement will be in effect until the Executive Order is lifted and normal childcare can resume. The State chose an historically representative week to pay providers their weekly rate during the current mandatory closure. Any new PFCC providers who completed an agreement after that week of January 26 through February 1 will have payment based on a week since that time.

Q: What is the reimbursement rate be for Temporary Pandemic Child Care Centers?

A: The State is reimbursing pandemic centers at the [5-Star Step Up to Quality rate](#) for your County, but only for families who qualify for PFCC. You need to establish a rate for your private-pay families.

Providers will be paid for PFCC essential workers' children based on enrollment, NOT ATTENDANCE.

Families must complete these 2 forms prior to the first day of attendance at the TPCC site.

<http://www.odjfs.state.oh.us/forms/num/JFS01234/pdf/>

<http://www.odjfs.state.oh.us/forms/num/JFS01259/pdf/>

Q: Who qualifies as an essential worker?

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A: Here is the [Governor's order](#), which outlines what businesses and workers are included. ODJFS has asked programs to prioritize the children they enroll, according to [this list](#). The focus is on medical professionals, first responders and critical direct service personnel. Providers are authorized to make the decision on site if a family is an essential worker based on the Governor's order. Copy the parent's employee badge or a pay stub for documentation.

Q: I'm a pandemic center. How do I request reimbursement?

A: Programs then must fill out the spreadsheet provided by ODJFS listing all families that will be enrolled, along with verification documents for each child and the JFS 01259 form for each child who will be enrolled. These documents should be sent together in one email to PandemicChildCare@jfs.ohio.gov. Include the program name and license number in the subject line of the email. ODJFS will then determine the children eligible for payment and email the provider verification of who is eligible and enrolled. The provider will then be contacted by ODJFS to set up payment and to review and sign a new agreement, "Provider Agreement for Publicly Funded Pandemic Child Care" and the "Provider Agreement for Publicly Funded Pandemic Child Care Services Appendix A" if not already completed. The provider will need to log into the CCIDS Provider Portal to provide the appropriate information for payment to happen via EFT; instructions will be provided at the time the families are determined eligible. Please see [this document from ODJFS](#) for clarification.

Q: How do I bill for the first few days of operating my Pandemic Center starting on March 26?

A: For Thursday, March 26 through Saturday, March 28, programs should submit for Pandemic Days in the TAP system to finish off the Sunday-Saturday week. Then starting March 29 TPCC providers will be paid through a different agreement for PFCC essential workers as explained above.

Q: When should I submit my spreadsheet of enrolled children at my pandemic site?

A: The spreadsheet is for ALL children (so the State knows how many children are enrolled in your pandemic center), not just those receiving PFCC. You must submit your spreadsheet by 10 a.m., Monday, March 30. If new children enroll after that date you should submit the updated spreadsheet with the new children and the new JFS 01259 form and verification documents. See [this document from ODFJS](#).

Q: What are pandemic days? How do I get paid for them?

A: If you serve PFCC families, you may request pandemic day reimbursement for all days that you were closed through Saturday, March 28. Programs are eligible to receive up to 21 pandemic day reimbursements, again, starting with the day they closed, through March 28. You should submit pandemic day reimbursement requests in the TAP system for Thursday, Friday and Saturday, March 26-28. (Request Saturday payment only if you normally are open on Saturdays.) Starting March 29 the state will pay providers who serve PFCC children a weekly closure payment, as explained above, so you would NOT use pandemic days after March 28.

Q: What if I am licensed to be a pandemic center and have decided to close?

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A: Please notify ODJFS at ODJFS_childcare@jfs.ohio.gov .

Q: I did not close my program prior to the mandated closure, but I am not licensed to be a pandemic center. Am I eligible for any assistance?

A: You will receive payment for all PFCC children who were enrolled in your program during the week of January 26 through February 1 for the duration of the current mandated closure. In addition, you may have had children who exceeded their 10 permissible absent days/per 6-month period. The State has increased the number of permissible absent days to 20 for January to June of this year. Absent day payments are only for PFCC children, and you must have been open on the days you are claiming absent days.

Q: How do I get reimbursement for pandemic days and absent days?

A: The TAP system is updated to reflect the option of submitting additional absent days and also pandemic days.

Q: What if I have families on PFCC whose authorization is about to expire? Will I be paid?

A: The state will be releasing official explanation of how extensions for PFCC will be handled.

Q: Where do I find the latest rules and forms from ODJFS?

A: Find resources here:

[ODJFS Resources for Providers](#)

[ODJFS Resources for Families](#)

Q: Do I need additional or different insurance to operate as a Temporary Pandemic Child Care Center?

A: Talk to your attorney and your insurance provider. Do not make assumptions. Get clarification in writing from your broker and legal counsel. It's possible your existing policy would NOT cover your operations as a pandemic child care program.

Q: What should programs do regarding children and staff who have underlying conditions that put them at high risk?

A: Children and staff with high-risk conditions should not be in your buildings. Of course, that creates tremendous hardships for all concerned. But the threat is just too great to expose people to a life-threatening virus.

Q: How long will non-pandemic child care programs be closed?

A: Currently, the closure order is in effect through April 30, though that date may change. The State will re-evaluate conditions April 6 and continually monitor the situation.

Q: What other options are there for financial assistance if you are a nonprofit?

A: If you are a non-profit, you may be eligible to receive emergency grant assistance. Community foundations across the State are releasing funds to assist during this crisis. Most community foundations require that your organization is located in their service area, so check with your local foundation.

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The following is not a complete list of potential funding sources.

[Akron Foundation](#)

[Cincinnati Foundation](#)

[Cleveland Foundation](#)

[Columbus Foundation](#)

[The Dayton Foundation](#)

[Middletown Community Foundation](#)

[Greater Toledo Community Foundation](#)

[Yellow Springs Community Foundation](#)

[Philanthropy Ohio](#) also has compiled a list of philanthropic resources across the state.

Q: What other options are there for financial assistance if you are a for-profit?

A: The SBA Loan options are constantly changing and we encourage you to keep evaluating the most viable options for your business. The new CARES act passed at the Federal Level includes many changes and updates to Unemployment and SBA Loans. If you already had a SBA Loan prior to the pandemic, you can apply for deferment on your payments. And if you don't already have a SBA Loan there are new loans available now and you should work through your bank or your CDC. In Dayton, Michelle Davis at CityWide CDC can be reached at mdavis@citywidedev.com.