



Ohio Administrative Code

Rule 5180:6-1-04 Caretaker responsibilities to maintain eligibility in the publicly funded child care program.

Effective: August 1, 2026

(A) What are the caretaker responsibilities for tracking a child's attendance in the publicly funded child care (PFCC) program?

- (1) The caretaker and/or the caretaker's designee(s)/sponsor(s) is to use the automated child care system upon entry to and exit from the child care program's location.
 - (a) Use of the automated system will track attendance for each child at each authorized program.
 - (b) An eligible caretaker or the caretaker's designee(s)/sponsor(s) are the only people permitted by the Ohio department of children and youth (DCY) to use the automated child care system to record a child's attendance.
 - (c) The caretaker and/or the caretaker's designee(s)/sponsor(s) is to create and use personal identification information to access the automated system. Personal identification information is not to be shared with the program.
 - (d) The caretaker's personal identification information is to serve as an electronic signature.
 - (e) Misuse of the automated child care system pursuant to rule 5180:6-1-07 of the Administrative Code may result in termination of a caretaker's eligibility.
- (2) The caretaker is to review any changes made by a program to their child's attendance in the automated child care system, and approve all appropriate changes. A caretaker's designee(s)/sponsor(s) is not permitted to review and approve changes to a child's attendance. The caretaker's designee(s)/sponsor(s) will not be alerted when changes are made by programs and will not have access to case information.

(B) What are the caretaker financial responsibilities in the PFCC program?

- (1) The caretaker is to make all copayments assigned pursuant to rule 5180:6-1-05 of the Administrative Code to the program.
- (2) The caretaker is to abide by an agreed upon payment arrangement with the program if delinquent copayments are owed pursuant to rule 5180:6-1-05 of the Administrative Code.
- (3) The caretaker is to abide by a payment agreement with the county Department of Job and Family Services (CDJFS) if money is owed for an overpayment pursuant to rule 5180:6-1-07 of the Administrative Code.



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(C) What information is a caretaker report to the CDJFS?

- (1) A caretaker receiving PFCC benefits is to report to the CDJFS any changes which affect the caretaker's eligibility for the PFCC, including:
 - (a) Increase in family income over three hundred per cent of the federal poverty level.
 - (b) Long-term changes in caretaker participation in a qualifying activity (Example, loss of employment, no longer enrolled in school or training).
 - (c) Address changes.
- (2) The caretaker is to report changes within ten calendar days of the date the change occurs.
- (3) If the caretaker fails to comply with the ten calendar day reporting requirement, the CDJFS will pursue a determination of and recovery of any overpayment, pursuant to rule 5108:6-1-07 of the Administrative Code.

(D) What are the caretaker responsibilities regarding program integrity review requests by ODJFS or any approved entity?

- (1) Caretakers in the PFCC are to cooperate and participate in program integrity review requests by ODJFS or any approved entity pursuant to rule 5180:6-1-12 of the Administrative Code.
- (2) If a caretaker fails to comply with a program integrity review request, the CDJFS may propose termination of child care benefits pursuant to rule 5180:6-1-08 of the Administrative Code.