Procedures for EHS Payments - PFCC

Child Care Centers: Early Head Start Rate x 2
Family Child Care: Early Head Start Rate x 2

There is an eight week gap period for all payments to ensure providers are not receiving payments from OSU-EHS and Franklin County.

Procedure 1. Categorically Eligible Early Head Start Children - Homeless, Foster, SSI

- Families who are categorically eligible (homeless, foster, SSI) can be enrolled into the program without PFCC. The Family Advocate will work with the family to apply for PFCC if they fall within the poverty guidelines.
- If the family is not eligible for PFCC, the child will remain enrolled in the program.
- The Child Care Center and the Family Child Care providers will be paid according to the above payment schedule for as long as the child is enrolled in the program due to categorical eligibility.
- If the child is in foster care and returns to his/her biological family, the Family Advocate will work with the family to apply for PFCC if they are eligible. Other program options will be discussed if geographically the child needs to transition out of the program.

Procedure 2. Early Head Start Eligible Children who are enrolled with an Individual Family Service Plan (IFSP)

- If the child is enrolled with an IFSP, they will have priority in the program regardless of the family’s PFCC status.
- The Family Advocate will work with the family to apply for PFCC if they fall within the poverty guidelines.
- If they do not qualify for PFCC, the child will remain in Early Head Start until he/she transitions out.
- The Child Care Centers and Family Child Care providers will be paid according to the above payment schedule.

Procedure 3. Early Head Start income eligible, but are not approved for PFCC

- If the family does not have PFCC, are not categorically eligible, but are eligible for Early Head Start, the Family Advocate will interview the family to gain an understanding of their desire for employment and/or education and eventual self-sufficiency. The Family Advocate will explain the goals of the program as well as the expectations. The Family Advocate will assist the family with educational/employment opportunities, and the application process for PFCC when appropriate.
- Early Head Start will be limited to a 6 hour day until the family is involved in a qualifying activity.
• Child Care Centers and Family Child Care will be paid according to the payment schedule at the top of the page.
• AmeriCorps Members
  o Will complete their program after one year
  o Family Advocate will meet with the family a month prior to completing AmeriCorps program to help them enter into a quality activity and apply for/obtain PFCC

Procedure 4. Presumptive Eligibility
• If there is presumptive eligibility, the Child Care Center Director or Family Advocate will email Sherrie with the family information including family name, qualifying activity, adults in the household, social security number, and DOB.
• Sherrie will email Franklin County Job & Family Services (FCDJFS) to obtain an accurate status of the case.
  o Presumptive eligibility questions include:
    ▪ Have they used PE within the last 12 months
    ▪ Does the qualifying activity in EHS records match FCDJFS records
    ▪ Does the application information including adults in the household match EHS records
    ▪ Are there any sanctions on record with FCDJFS
• FCDJFS will provide the above information to Sherrie which will be forwarded to the Child Care Centers and Family Advocate.
• If the family does not qualify for Presumptive Eligibility, the child will not be enrolled in Early Head Start.
• If the family does qualify for Presumptive Eligibility, the child will be enrolled and the center will be paid their Early Head Start amount until the PFCC is approved.

Procedure 5. Application Pending
• The Child Care Center/Family Child Care provider will be paid the Early Head Start rate while the application is pending

Procedure 6. False Information Provided
• If the parent provides false or incomplete information regarding PFCC eligibility, the child will not be enrolled in Early Head Start, or can be withdrawn if they are already enrolled

Procedure 7. Application submitted and denied
• PAYMENT AFTER DENIAL FROM FCDJFS
  ◦ Payment may be made for child care services provided for the period of time between the date the county agency receives the application and the date of denial plus five days if:
    o A complete application was submitted
    o The child in care is age eligible
The caretaker was not previously approved for payment after denial in the last 12 months

- A caretaker is limited to receiving a Payment After Denial only one-time in a rolling 12-month period.
- Providers must submit the JFS 01211 along with attendance records for child care services provided during the eligibility determination period to request payment following a denial.
- Providers have up to seven weeks from the date of application denial notice issuance date to submit a claim for payment.

If the family does not meet the FCDJFS requirements for Payment after Denial, Early Head Start will pay the Child Care Center/Family Child Care provider according to the payment schedule at the top of this page back to the date the application was submitted, then go to Procedure 3.

**Procedure 8. PFCC Redetermination Denial**

- The family is denied due to not being involved in a qualifying activity:
  If the family application for redetermination is denied due to not being in a qualifying activity, then go to Procedure 3.
- Insufficient documentation is provided and redetermination is denied or redetermination deadline is not met and the family is over income when they reapply, the child could be withdrawn from the program.

**Procedure 9. Process for Providers to Receive Reimbursement**

- Each month providers will submit the following to the Program Coordinator (Woodson.62@osu.edu) by the last Wednesday of every month. If all documentation is not submitted, you will not receive reimbursement.
  - Children who lost PFCC
    - PWeb to verification PFCC status, using any of these methods
      - Screen shot – ctrl + PrtScn
      - Email
      - Scan
      - Fax
    - Reason why family lost PFCC
    - Denial letter – if possible
- Random audits will be conducted by the OSU fiscal officer for accountability purposes.