

Hamilton County Department of Job and Family Services
Child Care Provider Delinquent Co-payment Instructions

Child Care providers must collect the identified caretaker co-payment amount. HCJFS Child Care can assist centers and home providers with collecting delinquent (unpaid) child care co-payments when providers meet the guidelines below.

Deadline for Reporting Delinquent Co-payments

Effective 8/10/15 providers must report delinquent caretaker co-payments within three weeks to HCJFS. The caretaker is responsible for any delinquent copayments reported by the provider for the previous three weeks from the date reported to HCJFS.

Penalty for Non-payment of Delinquent Co-payments

Caretakers must pay the delinquent co-payment or make satisfactory repayment plans with providers. If they fail to do so, HCJFS staff can stop caretakers from receiving publically funded child care benefits. The delinquent co-payment issues must be resolved before future child care applications will be approved.

Fees Paid by HCJFS/Not Billable to Caretaker

Providers **may not bill** caretakers for fees/costs **already** included in the ODJFS reimbursement.

Fees Paid by Caretakers/Private Arrangement

Providers **may bill** caretakers for fees **not** included in the ODJFS reimbursement, however this form **must not be completed** for those outstanding fees. These fees are considered a private arrangement between the provider and caretaker and should be listed in the Parent/Provider Agreement along with how payment will be handled. Some examples are:

- Fees for services provided when a caretaker was not eligible for ODJFS reimbursement
- Delinquent pick-up fees
- Private arrangements for hours other than those approved by HCJFS Child Care
- Absent days not paid by ODJFS
- Field trip admission costs
- Transportation costs

Child Care Provider Delinquent Co-payment Form Instructions

Providers must complete the back of this page and return it as indicated. Attach a copy of the provider's records of caretaker payments made and the resulting outstanding balance. Be sure to include the following information:

- Caretaker's name and case number (if known)
- Child's name
- Service week dates
- Amount past due

Hamilton County Department of Job and Family Services
Child Care Provider Delinquent Co-payment Form

Instructions for completing this form:

1. Complete all information requested. An incomplete form will delay the processing of your request.
2. Make and retain a copy for your records.
3. Return form by e-mail to: HamiltonCountyCHILDCARE@jfs.hamilton-co.org, by fax to (513) 946-1830 or by mail to:

HCJFS Child Care
222 East Central Parkway
 Cincinnati, OH 45202 – 1225

Caretaker Name:		Case # (if known):	
Child's Name	Authorization #	Service Week Dates	Amount not paid
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount Owed			\$

Reason for delinquent reporting: _____

The caretaker identified above owes delinquent (unpaid) child care co-payment for services provided. The fees listed on this form are only caretaker co-payment owed covering the last three service weeks.

Signature:	Date:
Print Name:	Position:
Center Name (if applicable):	Provider Phone #: