



## Making Changes in Your Child Care

Changes in your work or school schedule may mean changes in your child care arrangements. This fact sheet should help you with the most common changes.

### **My information is different than when I applied, do I need to report it?**

- All changes in your address, income, family size and work or approved activity **must** be reported within 10 days of the change.
- Changes can be reported at: <https://www.hcjfs.org/services/child-care-parents-caregivers/report-a-change-in-circumstances/>

### **My information is different than when I applied, do I need to report it?**

First discuss your needs with your provider. When you are approved for child care, you are approved for a specific category of care. The categories are:

Hourly – 0 to 7 hours  
Part-time – 7 to 24.9 hours  
Full-time – 25 to 60 hours  
Full-time plus – more than 60 hours

With agreement from your provider, you can change the specific hours and days you receive child care services so long as you do not exceed the maximum number of hours in your category of care.

If you need to change your category of care, or if you need an additional provider, you will need to contact HCJFS Child Care Services at **(513) 946-1800**. You may be asked to supply documentation supporting your request, such as a letter from your employer, or verification of non-traditional work hours to have a second provider.

### **What if I want to change providers?**

You must plan in advance before changing child care providers. Please advise your current provider of your intent to start at a new location and make the change at the **beginning of a new service week** (Sunday – Saturday).

Changes must be reported to Hamilton County Job & Family Services by you and/or your providers at <https://www.hcjfs.org/services/child-care-parents-caregivers/add-or-change-your-childs-daycare-provider/child-care-connection/>. Without this child care connection, a child will not be authorized to attend the new provider and the provider will not be able to record attendance in KinderConnect.

### **What if I no longer need child care?**

Tell your provider and HCJFS Child Care Services as soon as possible. HCJFS Child Care Services will send a notice of case closure.