

Child Care Attendance Recording Tips

May 2024



Per Ohio Administrative Code Rules 5101:2-16-01 and 5101:2-16-41, Publicly Funded Child Care programs should keep the following in mind to ensure correct payment:

Absent Days

- For a child to be considered absent, the program must have been open for business and the child scheduled for care.
- Payment for absent days is calculated based on the child's authorization category.
- If a program records an absent day for a date it was closed, this would result in an improper payment.

Professional Development Days

- Professional development days are days a provider closes so staff can participate in training.
- Providers can be paid for up to two professional development days per state fiscal year (July 1 – June 30), but not in consecutive days or months.
- Payment for professional days is calculated based on the child's authorization category.
- For the day to be included in the payment calculation, all children enrolled in the program must be marked with a professional day for the date.

School Session Out

- "School session out" is when a school-age child cannot attend school because it is closed for the entire day.
- The automated child care system will not deduct school hours for "school session out." Instead, the actual time of attendance will be used to calculate payment.

Late Start/Early Dismissal

- Occasionally, school-age children require additional hours of care because of late starts and early dismissals.
- Once payment is received, the program should evaluate whether the extra time caused a change in the child's authorization. If so, an adjustment can be requested by creating a payment alert. Payment alerts are sent to the Ohio Department of Job and Family Services' Business Unit for review.