



Ohio: Voucher Fast Facts

1. **What is the Childcare Subsidy Voucher program?** The Ohio Department of Job and Family Services offers assistance for child care for qualifying caretakers that meet the financial threshold requirements of the county in which they reside and are applying for benefits.
2. **Which sites accept vouchers?** Parma Community Day Dr., Old Brooklyn Elem/MS, Westpark Elem/MS, Elyria, Parma Community Pearl Rd. is expected to accept vouchers for the 2017-18 school year.
3. **Where do I go to get an application for vouchers?** Call or visit your county department of job and family services. You can fill out an application, and staff there will determine whether you are eligible. For more information, go to ifs.ohio.gov/factsheets/ChildCare.pdf or call (877) 852-0010. You can also obtain an application from the Site Coordinator.
4. **How do I know if I am eligible to receive a childcare subsidy voucher?**
 - a. Relationship
 - b. The county will verify all income for each parent/guardian residing in the same household of the child applying for benefits.
 - c. Citizenship or Legal Status
 - d. The city needs to know that your child is a citizen of the United States or are residing here legally. The parent or guardian's citizenship does not need to be proved if receiving or have received funds from the Ohio Works First (OWF) program.
 - e. Residence
 - f. The city needs to know that you are a resident of the county that you are applying for benefits.
 - g. Need
 - h. ODJFS offers financial assistance to help eligible parents pay for child care while they engage in work or training efforts. Eligibility for the program will be determined within 30 days the signed and dated application has been received.
 - i. Income
 - j. To become eligible, a family's income must be below **130 percent** of the federal poverty guidelines. After that, families may remain eligible unless their income becomes greater than **300 percent** of the federal poverty guidelines.
5. **What kind of documentation do I need to enroll in the Child Care Subsidy Program?**
 - a. Proof of income for all members in the household
 - b. Proof of any child support paid
 - c. Proof of citizenship or qualified alien status for the child(ren) in need



- d. Proof of qualifying activity for all caretakers in the household (i.e. school or work schedule, self-sufficiency contract, etc.).
- e. Provide name address and license number of child care provider of choice.

6. What do I need to do once my child is in the Child Care Subsidy Program?

- a. Let your Site Coordinator know you have been approved to receive vouchers. Provide them with a copy of the notice to keep on file. Submit a copy to the Springboard finance department via email at finance@springboardkids.com.
- b. Enroll your child in the Springboard Program. If your child attends Springboard outside of the start and end dates listed on your voucher, you are responsible for payment in full at the regular rates. Your co-pay is not applicable to dates outside the approved dates on your voucher. For assistance with enrolling please contact Customer Care at 800-341-3177 or support@springboardkids.com.
- c. For questions about your voucher please contact our Voucher Specialist at 800-341-3177, ext. 107, or finance@springboardkids.com.
- d. Tell the person who enrolled you into the Child Care Subsidy Program about any changes in your income, employment status, family unit, or enrollment in a training program or school within **10 days** of the change. If there are no changes, you must meet with your intake worker after 1 year to renew your child's enrollment into the program. Otherwise your child will be terminated from the Child Care Subsidy Program.
- e. Pay your co-pay weekly. Payments are due every Monday for the current week. You may sign up for weekly or monthly auto-pay. There is a 5% discount on the monthly auto-pay option. Auto-pay requires a debit/credit card or checking account number and bank routing number be saved on your Springboard Parent Portal account. All co-pays are paid directly to Springboard Education in America via the Parent Portal or by calling Customer Care at 800-341-3177 to make payments by phone.
- f. It is important to swipe your (ECC) card daily upon checking the child out for the day. If you forget or have lost the card, back swipes can take place up to the last 10 days plus the current week. A manual form for claims will need to be completed past this time frame.