

# STARK COUNTY JOB AND FAMILY SERVICES

## PUBLICLY FUNDED CHILD CARE UNIT

221 3<sup>rd</sup> Street S.E.  
Canton, OH 44702-1302  
Phone: 330-451-8155 Fax: 330-451-8438

**Please find the necessary information to apply for child care assistance.**

### IMPORTANT THINGS TO KNOW WHEN APPLYING

- You are NOT required to have a face to face interview.
- You may contact a worker for help if you are having problems completing the application.
- The completed application and verifications may be mailed, dropped off, or faxed to:

**Stark County Job and Family Services / Child Care Unit**  
**221 3<sup>rd</sup> Street S.E. Canton OH 44702-1302**  
**FAX No. 330-451-8438**

### APPLICATION PROCESS

- The Child Care Application Packet- includes the child care application, rights and responsibilities, and application checklist.
- The application must be completely filled out; applications received with missing pages, blank fields, or without a signature will be returned for caretaker to complete.
- "Rights and Responsibilities for Child Care Benefits" must be read, signed, and dated. Please notify your worker with any questions.
- The attached Requirements Checklist indicates the documentation which will be accepted by the agency to determine eligibility. Caretaker must submit all which apply to them.
- A processing period of **thirty (30) calendar days** may be needed to determine eligibility, approve the application, and authorize child care services.
- **The agency WILL NOT contact a child care provider to authorize or approve child care services UNTIL the agency has determined the caretaker's eligibility for child care services.**
- Caretaker must seek approval from the child care provider to utilize any child care services prior to being determined eligible and authorized by the agency.
- Returning caretakers will be required to verify payment or written agreement of any known delinquent co-payment or overpayment balances.
- Applications will be reviewed in the order received by the agency and processed when all verification has been submitted by the caretaker.
- If the Child Care Application is DENIED and caretaker is determined INELIGIBLE, the family may be responsible for the cost of services rendered by the provider.

### PROGRAM RESPONSIBILITIES

Caretaker is required to:

- Report any changes to child care worker within 10 days of change occurring.
- Pay assigned co-pay each billing cycle to child care provider.
- Do not use child care services for personal reasons.
- Only use child care during the time periods authorized by the agency.
- Sign child care invoice to assure provider payment.

**NOTE: ANY AND ALL INFORMATION BEING SUBMITTED VIA FAX SHOULD BE FOLLOWED UP WITH A PHONE CALL TO THE CHILD CARE WORKER FOR CONFIRMATION OF FAX BEING RECEIVED.**

5101:2-16-35.1 (A) (2) ...application process shall be considered complete when the caretaker has submitted the JFS 01138 or both the JFS 01121 and JFS 01122 with the caretaker's name, address, signature and all information about the caretaker's household completed.