

Stark County Job & Family Services

Publicly Funded Child Care

221 3rd St SE

Canton, Ohio 44702-1302

Phone: 330-451-8155 or Email: JFS Stark_CC@jfs.ohio.gov

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 complete application and verifications may be mailed, dropped off, or faxed to Stark County Job & Family Services / Child Care Unit o 221 3rd St SE Canton Ohio 44702 or Fax Number: 330-451-8438

Application Process

- The Child Care Application Packet – includes child care application, rights and responsibilities, and application checklist
- The application must be 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 on the application. Please notify your worker with 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 have 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

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

Note: 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.

5101:2-16-02 (A) () (a)... A valid application includes any of the following forms with the applicant's name, address, and signature on the form. (i) The JFS 1138 or it's electronic equivalent, if the caretaker's county of residence is utilizing the child care information data system (CCIDS) for child care determinations (ii) The JFS 7200 Application for Cash, Food, Medical or Child Care Assistance or its electronic or telephonic equivalent, if the caretaker's county of residence is utilizing Ohio Benefits for child care determinations (iii) The JFS 1121 Early Childhood Education Screening Tool or the JFS 1122 Publicly Funded Child Care Supplemental Application (iv) If the PFCC application does not include, at a minimum, the applicant's name, address, and signature, the application is not considered valid.

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