

Approval Process



- It could take up to 30 days for the application to be processed.
- If approved, the eligibility begins the date the application was received by our county agency.
- If approved, you will receive a notice in the mail telling you the amount of your copay. You are required to pay the copay to the provider weekly.
- Once approved, you will be required to submit an annual **JFS 01124 Redetermination of Child Care Benefits Application** with all required verifications.
- It is recommended that you work with your provider to work out payment arrangements while your application is pending.



Portage County Job and Family Services

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Public Assistance Division



Child Care Eligibility Information



Who May Be Eligible For Child Care Assistance?



In order to be eligible for Child Care you must be involved with at least one of the following activities:

- Employed
- Attending an accredited school (those who have completed a Bachelor's Degree or 144 semester credit hours are not eligible for child care for school but may be eligible for child care while employed)
- Completing a WEP assignment through the OWF Cash or Food Assistance program

Along with at least one of the above activities, applicants must have a:

Household gross income (before taxes taken out) under the 130% Federal Poverty Limit.



In Order For Eligibility To Be Determined:

- Caretakers must submit a **JFS 01138 ODJFS Application for Child Care Benefits** (version dated 6/2016) to the county in which they reside.
- Self employed caretakers must provide verification of their self-employment income and expenses.
- Employed caretakers must provide verification of their last 4 weeks of income and their work schedule.
- Students must provide their school schedule and transcript.



Can Your Child Attend Child Care?

- Children can attend child care from the age of 6 weeks to 12 years of age.
- Children with special needs can attend child care from ages 13 to 17 years old with a statement from the doctor.
- Non-school age children will need a medical form from the doctor for vaccination verification as well as showing they are fit to be with other children.

Choosing A Child Care Provider:



- Caretakers must pick their child care provider and list it on the application.
- Caretakers should meet with and interview potential child care providers and discuss scheduling.
- Caretakers can use any licensed Center, Type A or Type B provider, as long as the total travel time to and from is no more than 4 hours
- Caretakers can search for providers via the Early Childhood Resource Center website, <http://www.ecresourcecenter.org/tips-on-finding-quality-child-care>
- If you are having trouble finding an appropriate provider, contact Early Childhood Resource Center at 330-491-3272 for additional references.