

**Provider Guidance Letter No. 1**  
**Subject:** Manual Claims Process

**Date:** January 19, 2012

On Sunday, January 22, 2012 Ohio ECC will calculate your first weekly payment for services provided from Sunday, January 1, 2012 through Saturday, January 7, 2012. Payment is calculated from the swipe card transactions collected by Ohio ECC each time a caretaker swipes an Ohio ECC card. Your payment will be deposited within 5-7 business days from Monday, January 23, 2012.

ODJFS is aware that there are caretakers who have not received their swipe cards and providers that have not had POS devices installed. Authorized child care has been provided, but no swipe card transactions have taken place for payments to be processed electronically.

If caretakers have not received their cards or providers have not had a POS device installed successfully, a request for payment must be submitted outside the Ohio ECC system following the manual claims process described below.

### **Manual Claims Process**

The **JFS 01261** "*Publicly Funded Child Care Manual Claim for Attendance*" is used by the provider to invoice for authorized services provided when the caretaker did not have the ability to utilize the point of service (POS) device and the swipe card. Attached are the **JFS 01261** and the **JFS 01261 I** "*Instructions for Completing the JFS 1261 Publicly Funded Child Care Manual Claim for Attendance*".

The **JFS 01261** and **JFS 01261 I** are also available on the ODJFS Forms Central Website at:  
<http://www.odjfs.state.oh.us/forms/inter.asp>

### **Instructions for Providers:**

1. Complete the **JFS 01261**.
2. Submit the completed form to the county department of job and family services (CDJFS). The CDJFS will review the form and make a determination for payment.
3. Forms that are incomplete or have errors will be returned.
4. If the request is accepted, the payment will be processed the Sunday after the county keys the amount into the system. The provider can view this information on the Provider Website (PWeb).
5. If the payment is denied, the CDJFS will return the **JFS 01261** form to the provider with the reason for denial.

These forms replace all previous versions of the **JFS 1261** and **JFS 1261 I**. No other version of the **JFS 1261** will be accepted from this date forward. Please insure you are using the form with the **01/2012** revision date when submitting a manual claim.

Specific questions about the Manual Claims process should be directed to your CDJFS or you may contact the CCIDS Help Desk at 1-877-302-2347 or by e-mail at [CCIDS\\_Help\\_Desk@jfs.ohio.gov](mailto:CCIDS_Help_Desk@jfs.ohio.gov).