

Provider Guidance Letter No. 2
Subject: Payment Adjustment Requests

Date: January 19, 2012

A request for an adjustment is submitted if a payment for services has been calculated by the Ohio Electronic Child Care (ECC) system for the provider but the payment amount for a specific child is incorrect. Detailed payment information is available on the Provider Website (PWeb). The **JFS 1292** "Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" and the **JFS 1292 I** "Instructions for Completing the JFS 1292 Publicly Funded Child Care Request for Ohio ECC Payment Adjustment" forms are attached.

The **JFS 01292** and **JFS 01292 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 1292**.
2. Submit the completed form to the county department of job and family services (CDJFS).
3. The form will be reviewed.
4. If all information is correct and the request is approved, the payment will be processed.
5. The provider can view adjustment information on the Provider Website (PWeb) once it has been entered for payment.
6. If the payment is denied, then the CDJFS will return the **JFS 1292** form to the provider with the reason for denial.

These forms replace all previous versions of the **JFS 1292** and **JFS 1292 I**. No other version of the **JFS 1292** will be accepted from this date forward. Please insure you are using the form with the **01/2012** revision date when submitting a payment adjustment request.

Important Note: Payment for absent days cannot be requested on the JFS 1292. If attendance was swiped for a week, the authorization was active and absent days could have been claimed during the back swipe period using the provider website (PWeb). This system requirement for reporting absent days using the PWeb will allow for the timely and accurate reporting of absent days during the week they are claimed. ODJFS will not approve an adjustment request for an absent day when the PWeb process should have been used.

Specific questions about the Adjustment processes 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.