## Ohio Department of Job and Family Services

PUBLICLY FUNDED CHILD CARE SUPPLEMENTAL APPLICATION

\*This form is valid only for publicly funded child care when attached to a

JFS 01121 Early Childhood Education Eligibility Screening Tool

1. Voter registration application a	ittache	d - Assistance Availab	ole					
If you are not registered to vote where you live	now, wou	ld you like to apply to register to	vote here to	oday?				
☐ YES, I want to register to vote				nnt to register to vote.				
If you do not check either box, you will be considered to have decided not to register to vote at this time.								
2. Tell us about you (the applican		t to register to vote at this thi	ie.					
First Name		_ast Name		Date of Birth				
That Numb	'''   '	Last Hame		Bate of Birth				
Street Address		Check here if you are homeless (We will still need a mailing address)						
Mailing Address (if different from street address	<b>;</b> )			maining address)				
City	County		State	Zip Code				
Home Phone Number	Cell Pho	one Number	l .	May we send text messages to				
( )	(	)		your cell phone number?				
Work Phone Number ( )	E-Mail A	Address		☐ Yes ☐ No				
3. Tell us more about you (the ap	plicant							
Are you:  ☐ Visually Impaired ☐ Hearing Impaired ☐ Sign Language		ollowing services? Other:		Social Security Number (Optional)				
Marital Status	ed [	☐ Separated ☐ Widowe	ed [	Not Married				
Have you, or anyone living with you, ever re	ceived ca	ash, child care, food, or medic	cal assistan	ce?				
If yes, who:		Where (City/County/State	e):					
What is your preferred language? Spoken:		Written:						
Do you and the people in your home have more than one million total dollars in cash, checking, or savings (such as bank accounts, annuities, stocks, or bonds)?								
Are you or anyone in your household in the military?								
Have you ever been found guilty of child care fraud?  Do you currently have an Ohio Works First (OWF) Self-Sufficiency Plan? Yes No								
☐ Yes ☐ No								
If you are a minor, are you currently in LEAF	?? 🗌 Y	es 🗌 No						
4. Tell us if you are an authorized	repres	sentative						
An authorized representative is someone who a as an authorized representative, please fill out to			pplication pro	ocess. If you are filling out this form				
First Name	MI	Last Name						
Street Address	l	1						
City	County		State	Zip Code				

JFS 01122 (Rev. 3/2022) Page 1 of 7

Home Phone Number	Cell Pho	Cell Phone Number			May we send text messages to		
)	( )				the cell phone number?		
Vork Phone Number	E-Mail A	ddress		☐ Yes ☐ No			
)							
5. Sign Here							
ignature of Applicant or Authorized Representative	d Print Na	me		Date			
6. Tell us about everyon							
<b>You must list everyone who live</b> nousehold members regardless of							
Name (First, Middle, Last)	Social Security Number (optional)	Date of Birth	Highest Level of Education Completed	Current School Attendance (if applicable)	Relation you (spouse son, etc		
			☐ Some High School ☐ HS Diploma/GED ☐ 2 Year Degree ☐ 4 Year Degree ☐ Masters or Above Graduation Date:	☐ Elementary Grade level ☐ JR High/HS Grade level ☐ Vocational ☐ College Name of School	SELF		
			Number of College Credit Hours:	Hours in School: From To			
			☐ Some High School ☐ HS Diploma/GED ☐ 2 Year Degree ☐ 4 Year Degree ☐ Masters or Above Graduation Date:	☐ Elementary Grade level ☐ JR High/HS Grade level ☐ Vocational ☐ College Name of School			
			Number of College Credit Hours:	Hours in School: From To			

☐ Some High School

HS Diploma/GED

☐ Masters or Above

2 Year Degree 4 Year Degree

**Graduation Date:** 

Number of College Credit Hours:

☐ Some High School

HS Diploma/GED
2 Year Degree
4 Year Degree
Masters or Above

**Graduation Date:** 

**Number of College** 

Credit Hours: \_\_\_

☐ Elementary

Grade level \_\_\_\_ ☐ JR High/HS

Grade level \_

☐ Vocational
☐ College
Name of School

Hours in School: From \_\_\_\_

☐ Elementary

Name of School

Hours in School:

From \_\_\_\_\_

Grade level \_\_\_\_\_ JR High/HS Grade level \_\_\_\_ Vocational \_\_ College

To \_\_\_\_\_

JFS 01122 (Rev. 3/2022) Page 2 of 7

7. Tell us more about the	child(ren) who need	N C	Some High School HS Diploma/GED 2 Year Degree 4 Year Degree Masters or Above raduation Date:  umber of College redit Hours:	☐ Elementary Grade level ☐ JR High/HS Grade level ☐ Vocational ☐ College Name of School ———— Hours in School: From To		
Child 1		1				
Child's Fist Name		MI	Child's Last Name			
Child's City of Birth	Relationship to Applicant		Child's preferred spoken language			
Child's needs  Does the child require protective child care?  ☐ Yes ☐ No  If yes, is there a case plan?  ☐ Yes ☐ No  Is the child enrolled in Head Start?  ☐ Yes ☐ No  If yes, what is the child's schedule?			Is the child a United States citizen or qualified alien?  Yes No  You must provide verification in order to receive child care.			

From \_\_\_\_\_ to \_\_\_\_ Child 2 Child's First Name МІ Child's Last Name Child's City of Birth Relationship to Applicant Child's preferred spoken language Child's needs Is the child a United States citizen or qualified alien? Does the child require protective child care? ☐ Yes ☐ No ☐ Yes If yes, is there a case plan? ☐ Yes ☐ No ☐ Yes ☐ No Is the child enrolled in Head Start? You must provide verification in order to receive child care. If yes, what is the child's schedule? From \_\_\_\_\_ to \_\_\_\_ Child 3 Child's First Name MΙ Child's Last Name Child's City of Birth Relationship to Applicant Child's preferred spoken language Child's needs Is the child a United States citizen or qualified alien? ☐ Yes ☐ No Does the child require protective child care? ☐ Yes ☐ No ☐ Yes ☐ No If yes, is there a case plan? ☐ Yes ☐ No Is the child enrolled in Head Start? You must provide verification in order to receive child care. If yes, what is the child's schedule? From \_\_\_\_\_ to \_\_\_\_ Child 4 ΜI Child's First Name Child's Last Name Child's City of Birth Relationship to Applicant Child's preferred spoken language

JFS 01122 (Rev. 3/2022) Page 3 of 7

Child's needs		Is the child a United States citizen or qualified alien?
Does the child require protective child care?	☐ Yes ☐ No	☐ Yes ☐ No
If yes, is there a case plan?	☐ Yes ☐ No	
Is the child enrolled in Head Start?	☐ Yes ☐ No	You must provide verification in order to receive child care.
If yes, what is the child's schedule?		
From to		
110111 10		

JFS 01122 (Rev. 3/2022) Page 4 of 7

## 8. Rights and Responsibilities

I understand that this application will be considered without regard to race, color, ancestry, sex, age, handicap, religion or national origin. To the best of my knowledge and belief, the answers on this application are complete and correct. I understand that the law provides penalty of fine or imprisonment, or both, for anyone convicted of accepting assistance for which he or she is not eligible. I state under penalty of perjury that all information is true and complete to the best of my knowledge.

By signing and submitting the application, I acknowledge and agree that the county agency and ODJFS may share certain details about the status of my application with the child care provider listed on the JFS 01121 Early Childhood Education Eligibility Screening Tool and any amendment thereto, as well as to any child care provider who I authorize to receive information regarding my application.

My signature below gives my consent to the agency and the ODJFS to make contacts that are necessary to determine my eligibility for assistance and to verify the information I have given in this application. I understand that my signature below gives the county agency permission to access available information in the Support Enforcement Tracking System (SETS) to verify my child / spousal / medical support income. My signature also gives consent to issue a system generated statewide student identifier (SSID) for each child listed in section 6 of this application.

My signature below gives my consent and authorizes the county agency to access CRIS-E or Ohio Benefits Worker Portal for the purpose of verifying the citizenship status of the children in this case and for verification of the receipt of additional public assistance. I may revoke this authorization at any time by notifying the county agency in writing.

I understand that I will be able to use publicly funded child care benefits only for children who are eligible and only up to the maximum hours authorized by the county agency. To remain eligible for publicly funded child care benefits, any required copayments (if applicable) must be paid to the provider. Failure to pay the required copayment may result in termination of publicly funded child care benefits.

I understand I must report any changes that affect my child care eligibility to the county agency, including changes in family income, hours of employment/training/education, family size and address. I understand that I must report changes within 10 days of the date they occur.

I understand that if I am approved, I will be responsible for accurately recording my child's attendance at the child care program by utilizing an automated attendance tracking system. This includes registering in the system and creating personal identification information that I will use to access the system and to serve as my electronic signature. I understand that my child care provider is not permitted to record my child's attendance on my behalf, and may not have access to my personal identification information. I understand that the attendance tracking system may take my photo or a photo of my designee/sponsor as part of the login and logout process. I understand that I am responsible for approving any changes that my provider makes in the attendance tracking system regarding my child's attendance at the program.

I understand that if my child attends a Step Up To Quality rated program, and if an assessment is completed on my child, the data will be collected and reported to ODJFS.

I have received an explanation regarding the requirements for determining eligibility, the reasons why I may not be eligible, my right to a state hearing, my responsibility for reporting changes to the county agency and the penalty, including possible civil action or criminal prosecution, for the intentional withholding or falsification of information or misuse of child care benefits, including misuse of the automated child care attendance tracking system.

Child care fraud is the willful withholding or falsification of information or misuse of child care services as determined by a court of law. Failure to meet reporting requirements may be considered fraud and may result in the following: 1) repayment of child care benefits which you received but for which you were not eligible; 2) termination or denial of child care benefits; or 3) penalty of fine and/or imprisonment if convicted of fraudulently receiving child care benefits for which you were not eligible.

Signature of Applicant	Signature of person who helped you complete this application (if applicable)	Date	

## Your civil rights

Federal law and the policies of the U.S. Department of Health and Human Services (HHS) and the Ohio Department of Job and Family Services (ODJFS) and the local County Department of Job & Family Services (CDJFS) say that we must not discriminate on the basis of race, color, national origin, sex, agedisability, or religion. To file a discrimination complaint, write or call HHS or ODJFS. HHS, and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave., Suite 240
Chicago, Illinois 60601
(312)886-2359 (voice)
(312) 353-5693 (TDD) (312)886-1807 (fax)

Write or Call:

**ODJFS** 

Bureau of Civil Rights 30 E. Broad St., 37th Floor Columbus, OH 43215

(614) 644-2703 (voice)

1-866-227-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700 (TTY)

JFS 01122 (Rev. 3/2022) Page 5 of 7

#### **EXPLANATION OF STATE HEARING PROCEDURES**

#### What is a state hearing?

If you think there has been a mistake or delay on your child care case, you may ask for a hearing by either the local county department of Job and Family Services (CDJFS) or the state department of Job and Family Services (ODJFS).

A state hearing is a meeting with you, someone from the CDJFS and a hearing officer from ODJFS. The person from the CDJFS will explain the action it has taken or wants to take on your case. Then you will have a chance to tell why you think it is wrong. The hearing officer will listen to you and to the CDJFS and may ask questions to help bring out all the facts. The hearing officer will review the facts presented and recommend a decision based on whether or not the child care rules were correctly applied in your case.

#### How do I ask for a hearing?

To ask for a hearing, call or write your CDJFS or write to ODJFS, Bureau of State Hearings, PO Box 182825, Columbus, Ohio 43218-2825. If you receive a notice denying, reducing or stopping your child care, fill out that form and mail it to the Bureau of State Hearings. You may also fax your hearing request to (614) 728-9574. ODJFS must receive your hearing request within 90 days of the mailing date of the notice of action. If someone else makes a written request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a hearing request by telephone.

#### How do I request a telephone hearing?

If you cannot attend the hearing at the scheduled location because you do not have transportation or child care or you have medical limitations, etc., you can call 1-866-635-3748 and participate by telephone. If you participate by telephone the hearing officer will call you on the day at the scheduled time for your hearing at the telephone number you provide.

#### Will my child care benefits continue?

If you receive a notice that your child care will be reduced, stopped or restricted, the action will not be taken until the hearing is decided if we receive your hearing request within the 15 days of the mailing date on the notice.

If your child care benefits have been changed without written notice or if the change was made even though you requested a timely hearing, you can call the Bureau of State Hearings to ask if you should receive continuing benefits. Call 1-866-635-3748 and choose option number 1 from the automated voice menu. If your assistance is continuing and you lose the hearing, you may have to pay back any benefits that you were not eligible to receive.

### What is a county conference?

An informal meeting with a person from the CDJFS may settle the issue without the need for a state hearing. This is often the quickest way to solve a problem. At this meeting someone will review your case with you. If a mistake was made, it can be corrected without the need for a state hearing. You can set up a county conference by asking your worker. If you are not satisfied with the results you can still have a state hearing. You do not have to have a county conference to have a state hearing and asking for a county conference will not delay your state hearing.

#### When will the hearing be held?

The Bureau of State Hearings will send you a notice giving the date, time and place of the hearing. This notice will be sent to you at least 10 days before the hearing. The notice also will tell you what to do if you cannot come to the hearing as scheduled. Hearings are usually held at the CDJFS. If you are unable to go there, the hearing may be held some other place convenient to you and to the other people involved. If you want the hearing held somewhere other than the CDJFS, be sure to state that on your hearing request.

### Can a hearing be postponed?

If you cannot come to the hearing as scheduled or if you need more time to prepare, you can ask for a postponement. You must have a good reason to postpone the hearing.

### What happens if I do not attend the hearing?

The Bureau of State Hearings will send you a dismissal notice if you don't come to the hearing. If you want to continue with your hearing request, you must contact State Hearings within 10 days and explain why you did not come to the hearing. The hearing authority will decide whether you had a good reason. If you do not call within 10 days and show good cause, the hearing will be dismissed and you will lose the hearing. The CDJFS can then take the action it was planning to take. If you disagree with the dismissal, the dismissal notice will tell you how to ask for an administrative appeal.

JFS 01122 (Rev. 3/2022) Page 6 of 7

#### What happens before the hearing?

You may have someone (lawyer, welfare rights person, friend or relative) go to the hearing to present your case for you. If you are not going to be at the hearing, the person attending for you must bring a written statement from you saying he or she is your representative.

If you want legal help at the hearing, you must make arrangements before the hearing. Contact your local Legal Aid program to see if you qualify for free help. If you don't know how to reach your Legal Aid, call 1-800-589-5888 (toll-free). If you want notice of the hearing sent to your lawyer, you must give the lawyer's name and address to the hearing authority. You and your representative have the right to look at your case file and the written rules being applied to your case. You can get a free copy of any case record documents that are related to your hearing request. Any person acting for you must provide a signed statement from you before looking at your case record or getting copies of case record documents. The CDJFS does not have to show you confidential records such as names of people who have given information against you, records of criminal proceedings and certain medical records. Confidential records, which you could not look at or question, cannot be presented at the hearing or be used by the hearing officer in reaching a decision.

#### Can I subpoena information?

You can ask the hearing authority to subpoen documents or witnesses that would not otherwise be available and that are essential to your case. You must request the subpoen at least five calendar days before the date of the hearing and provide the name and the address of the person or document you want subpoenaed.

#### What happens at the hearing?

You may bring witnesses, friends, relatives or your lawyer to help present your case. The hearing officer may limit the number of witnesses allowed in the hearing at any one time if there is not enough room. You and your representative will have the right to look at the evidence used at the hearing, present your side of the case without undue interference, ask questions and bring papers or other evidence to support your case. The hearing will be recorded by the hearing officer so that the facts are taken down correctly. The hearing officer will listen to both sides but will not make a decision at the hearing. Instead, you will receive a written decision in the mail, issued by the hearing authority. After the hearing decision is issued you can get a free copy of the recording by contacting the Bureau of State Hearings.

#### What is a group hearing?

The hearings office may combine several individual hearing requests into a single group hearing, but only if there is no disagreement about the facts of each case and all involve related issues of state or federal law or county policy. The notice to schedule your hearing will tell you if you are scheduled for a group hearing. You and your representative will be allowed to present your own case individually and you will have the same rights at a group hearing as you would at an individual hearing.

### What happens after the hearing?

You should receive a hearing decision within 90 days of your hearing request. If you disagree with the hearing decision your written decision will tell you how to ask for an administrative appeal.

#### When will compliance with the hearing decision happen?

The CDJFS must take the action ordered by the decision within 15 days of the date the decision is issued but always within 90 days of your hearing request. Contact the Bureau of State Hearings if you have not promptly received the benefits awarded by the hearing decision.

#### Does another action require another hearing?

If you receive another notice that says the CDJFS wants to change your child care benefits while you are waiting for a hearing or decision, you must ask for another hearing if you disagree with the new action. Remember, the fact that you are waiting for a hearing or decision will not stop another action from being taken on your case. You must ask for another hearing on the new action.

JFS 01122 (Rev. 3/2022) Page 7 of 7

## Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink. For further information, you may consult the Secretary of State's website at: VoteOhio.gov or call (877) 767-6446.

#### Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

- 1. You are a citizen of the United States.
- 2. You will be at least 18 years old on or before the day of the general election.
- You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
- You are not incarcerated (in jail or in prison) for a felony conviction.
- 5. You have not been declared incompetent for voting purposes by a probate court.
- You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

**NOTICE:** This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

**Numbers 1 and 2 below are required by law.** You must answer both of the questions for your registration to be processed.

#### Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

#### Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

#### **Residency Requirements**

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

#### **Your Signature**

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

## WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I am: Registering	j as an Ohio voter	Updating my add	ress	Upda	ting my name		
1. Are you a U.S. citizen? Yes No 2. Will you be at least 18 years of age on or before the next general election? Yes No If you answered NO to either of the questions, do not complete this form.							
3. Last Name		First Name			Middle Name or Initial		Jr., II, etc.
4. House Number and Street (Enter new ac	dress if changed)	Apt. or Lot #	5. City or	Post Office			6. ZIP Code
7. Additional Mailing Address (if necessary)			8. Coun (where	ty you live)		u	OR BOARD USE ONLY
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio Driver's License number OR Last Four Digits of Social Security number (one form of ID required to be listed or provided)			11. Phone Num	ber (voluntary)	<u> </u>	C4010 (rev. 4/15) ity, Village, Twp.
12. PREVIOUS ADDRESS IF UPDATING	CURRENT REGISTRATION - Pr	revious House Number and Street				]—	Ward
Previous City or Post Office	Previous County		Previous State				Precinct
13. CHANGE OF NAME ONLY Former Leg	gal Name	Former Signature	Э				School Dist.
14. I declare under penalty of	our Signature	Date				l	Cong. Dist.
election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.		(MM/DD/YYYY)					Senate Dist.
							House Dist.

# TO ENSURE YOUR INFORMATION IS RECEIVED, PLEASE DO THE FOLLOWING:

- 1. Print this form.
- 2. Make sure all required fields are complete.
- 3. Sign and date your form.
- 4. Fold and insert your form into an envelope.
- 5. Mail your form to your county board of elections.

For your county board's address please visit VoteOhio.gov/Boards

If you have additional questions, please call the office of the Ohio Secretary of State at (877) SOS-OHIO (877-767-6446).

### HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: <a href="VoteOhio.gov">VoteOhio.gov</a> or by calling (877) 767-6446.

## OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: <a href="VoteOhio.gov">VoteOhio.gov</a> or call (877) 767-6446.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.