



**Child Care Center Manual Procedure Letter No. 40  
Family Child Care Manual Procedure Letter No. 32**

**TO:** All Child Care Center Manual Holders  
All Family Child Care Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** Hero Pay, Phase 2: ODJFS Child Care Centers, Type A Homes, and Type B Homes

**Background**

In December 2020, Congress passed the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. The Act provided Ohio with funding to help support the child care workforce. On May 17, 2021, Governor Mike DeWine signed Senate Bill 109 of the 134<sup>th</sup> General Assembly allowing for the appropriation of these funds to verified early childhood professionals. As a result, the following payment framework has been established.

Per rules 5101:2-12-07 and 5101:2-12-08 of the Ohio Administrative Code (OAC), for child care centers and rules 5101:2-13-07 and 5101:2-13-08 of the OAC, for family child care home providers, individuals are required to create a profile in the Ohio Professional Registry (OPR). Profiles include an employment record that is created on or before their first day of employment. The profile must be updated within five calendars days of a change.

**Hero Pay Eligibility**

Eligible professionals working in an Ohio Department of Job and Family Services licensed child care center, type A family child care home or type B family child care home will receive either \$3000.00 or \$1500.00 based on the period worked as outlined below. To be eligible, the following three requirements must be met:

*Requirement 1-* The professional must be employed by a regulated child care program for the entire payment eligibility period, excluding a gap of less than 10 days and meeting one of the two options below:

|   |    |  |
|---|----|--|
| Have an employment record open in the OPR for 170 of the 180 days during the payment eligibility period of September 1, 2022 through February 28, 2023. | OR | Have an employment record open in the OPR for 80 of the 90 days during the payment eligibility period of December 1, 2022 through February 28, 2023. |
|---|----|--|

*Requirement 2-* The license for the child care center, type A home or type B home must be in an active status during the entire payment eligibility period, excluding a gap of less than 10 days.

*Requirement 3-* The professional has one of the following eligible roles in their employment tab in the OPR:

| <b>Eligible Roles</b>             |   |
|-----------------------------------|---|
| Administrator on JFS License      | Individual Service Provider Not Used in Ratio |
| Assistant Teacher                 | Individual Service Provider Used in Ratio     |
| Cook                              | Lead Teacher                                  |
| Driver                            | Owner   |
| Extracurricular Not Used in Ratio | Program Management Not Used in Ratio          |
| Extracurricular Used in Ratio     | Program Management Used in Ratio              |
| Floater                           | Substitute                                    |

**Dates Professional Needs to be Employed for Eligibility**

Payments for eligible individuals will begin April 2023.

| <b>Payment Eligibility Period</b>    | <b>Award Amount</b> |
|--------------------------------------|---------------------|
| September 1, 2022- February 28, 2023 | \$3000.00           |
| OR                                   |                     |
| December 1, 2022 – February 28, 2023 | \$1500.00           |

Eligible individuals do not need to apply for Hero Pay. However, for Hero Pay to be issued, eligible individuals must ensure the payment portal in the OPR is completed in the timeframe outlined by OCCRRA.

Eligibility for each period is determined at the end of the payment eligibility period. Professionals will be able to see their eligibility status in the Hero Pay tab in their OPR account on March 16, 2023.

Hero Pay guidance and frequently asked questions can be found on the [OCCRRA](#) website in mid-September. Questions can also be submitted through the [OCCRRA](#) website.

Hero Pay will be issued as long as funding is available.

**Please Note**

Hero Pay funding does not count as income toward any public assistance eligibility. The Internal Revenue Service sets the guidance regarding if funds are taxable. The Ohio Child Care Resource and Referral Association (OCCRRA) must follow the IRS guidance and will generate a Form 1099 for these payments. When issued, the Form 1099 will appear in the professional’s account tab in the OPR.