

Letter for CCIS Use to Mail to Certified Regulated Providers

Dear Provider

Enclosed is the new Provider Agreement which is effective July 1, 2005. You should read the document carefully. We have made changes.

Combined CCIS and CAO Child Care Provider Agreements

The Agreements you have with the CCIS and/or the CAO are combined under this new Agreement. Providers will do business with the County Assistance Office (CAO) and the Child Care Information Services Agency (CCIS) with the same Agreement. Appendix F outlines the rules for CAO child care, Appendix A outlines the rules for CCIS child care. You may participate in one or both programs.

CAO Child Care

We have added a separate signature page for doing business with the CAO. If you have a Vendor Pay Agreement with the CAO, sign the DPW/CAO Signature Page (page 7) of your Provider Agreement. This replaces your Vendor Pay Agreement with the CAO.

If you do not have a CAO Vendor Pay Agreement and wish to initiate an Agreement with the CAO, sign the DPW/CAO Signature Page (page 7) of your Provider Agreement. This authorizes your participation and funding through the CAO, effective the first day of the month following the signature date.

CAO participating providers will receive the CAO Child Care Provider Manual COV-383. It includes the guidelines for doing CAO child care business.

Other Changes:

- Providers must provide tax documentation (FEIN or Social Security Number) to DPW, Office of Child Development Regional Office in order to participate in the subsidized child care program.
- Providers indicated on the separate rate survey whether or not they would accept the blended rate. A blended school year rate is the average of full and part time rates, intended to cover full day service during school closings and holidays for school age care. The change is that blended school year rate also applies to Kindergarten, Head Start and Pre-K Program children. Providers accepting the blended rate cannot ask for a full time rate for any full time day during the school year.
- Providers will note that the 10% penalty for late invoicing will no longer be applied.

- Providers will note that there are instructions on how to apply delinquent co-payments from the parent /caretaker.
- Providers will note that the CCIS and CAO will pay up to 15 closed days per fiscal year, assuming private pay clients are likewise charged. Once you have identified closed days on Appendix B, you may not change them. If you did not select the maximum 15 days, you may add closed days by notifying the CCIS a minimum of two weeks in advance. Emergency closures, such as weather related, utility outage, physical site damage or other unplanned closures, must be reported within 3 days of reopening the facility. In no case will the CCIS or CAO pay for more than 15 closed days.

Please complete the face page of the Agreement, sign Appendix C-2, signature page(s) 6 and/or 7; and return the entire Agreement to the CCIS office, by June 17, 2005. It is critical to return this document in a timely manner in order to avoid any disruption in payment.

The CCIS is sponsoring a meeting to review the new Provider Agreement on _____ at _____. We urge you to attend this meeting to learn about the new Provider Agreement.

If you have any questions, please contact the CCIS at _____.

Very truly yours,
CCIS

OBSOLETE