

Thank you for participating in the Child Care Assistance Program. This brochure outlines program guidelines, your rights and responsibilities as a child care provider for this program, and links to online forms and other information. Please keep this brochure for future reference. If you have any questions, contact your county social service office.

The Child Care Assistance Program helps low-income eligible families pay for child care while parents work, attend education or training or search for a job.

### Program Eligibility

- Families must meet income guidelines.
- Parents must need child care to go to work, attend education or training or search for a job.
- Children must meet age requirements.
  - Birth through their 13th birthday.
  - Special needs children may qualify up to age 19.

### Provider Requirements

- You must be at least 18 years old.
- You must be a licensed, registered, self-declaration or an approved relative child care provider at the time a family applies for the program.
- You need to complete a W-9 Request for Taxpayer Identification Number and Certification form which is online at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf).
- You must report an address change to remain active as a child care provider.
  - If you are a licensed, registered, self-declaration or an approved relative child care provider, contact your county social service office to get relicensed to prevent any payment delays.

Note: If you fail to report an address change, you will no longer be able to receive child care payments from the program.

Applications for a licensed, registered, self-declaration or approved relative child care provider can be picked up at the county social service office. Contact information is online at [www.nd.gov/dhs/locations/countysocialserv/](http://www.nd.gov/dhs/locations/countysocialserv/).

### What Else Do I Need To Know?

- Information about a family's status is confidential

and may be shared only under certain conditions.

- A family selects their child care provider.
- Child care providers must let parents have unlimited access to their children.
- Child care providers and families are responsible for deciding on a termination agreement.
- The state will not pay a child care provider more than what is charged for a self (private) pay family.

### Child Care Certificates

- A family and child care provider receive a certificate.
- The certificate shows:
  - Number of months covered.
  - Monthly co-pay a family must pay.
  - Allowed family activity (employment, education or training or job search).
  - Children covered and if they are full-time, part-time or hourly.
  - Information on reporting mandatory changes.
  - Maximum amount the program will pay.

A parent is responsible to pay any child care costs over the maximum amount paid by the program.

### Child Care Provider Rates and Sliding Fee Schedule

- The state sets rates for program payments.
- A sliding fee schedule is used to decide if a family qualifies for the program.
- Most families are required to help pay a part of their child care costs.
- A sliding fee schedule is online at [www.nd.gov/dhs/info/pubs/childcarepub.html](http://www.nd.gov/dhs/info/pubs/childcarepub.html).

### Billing Child Care Costs

- It is your responsibility as a child care provider to complete the Child Care Request For Payment (SFN 616) each month reporting total hours the child was in your care.
- You must sign and date the form and have the parents sign and date it only after all the child care has been provided and the hours and costs have been recorded. This form is available at your county social service office or online at [www.nd.gov/eforms/Doc/sfn00616.pdf](http://www.nd.gov/eforms/Doc/sfn00616.pdf).

- If a child is absent from care and your practice is to charge for hours when a child is absent, list the number of hours the child is absent in the 'Hours Billed When Child Was Absent From Care' box. The program will pay up to 16 hours per month for a child who is absent from their child care setting.

**Note:** The program will not pay for vacation or sick days taken by the provider or family and billed to the family.

The program cannot pay for deposits, registration, activity, or transportation fees charged by the child care provider.

### Payments

Payments to the child care provider are made by:

- Direct deposit if licensed as a center or group care. [www.nd.gov/eforms/doc/sfn00049.pdf](http://www.nd.gov/eforms/doc/sfn00049.pdf)
- Debit card if licensed family care, registered, self-declared or approved relative.
- Check if garnished by child support or paid to the family instead of the provider.

Child care payments are made directly to you and not to a family unless you submit a Provider's Request to Pay Parent Directly form (SFN 848) to your county social service office. This form is online at <http://www.nd.gov/eforms/Doc/sfn00848.pdf>.

Even if the child care payment is paid directly to a family, you must complete a W-9 Request for Taxpayer Identification Number and Certification form.

Child Care Assistance checks cannot be forwarded.

### Time Frame for Payments

- A family must submit the Child Care Resquest For Payment (SFN 616) to their county social service office each month.
- A county worker will enter the payment into the computer system. For verification of payment, child care providers must contact the family.
- Payments are usually deposited within five working days after the payment is processed by the county eligibility worker.
- A notice will be sent with each payment made showing the child's name and the payment amount.
- There may be more than one family on the notice.

- Cases processed on the same day are combined into one payment.
- Your family will receive a notice listing the total child care bill, the amount paid by the program, and the amount the family is responsible to pay.

**Note: It is important to keep the notices for your records.**

### Employer ID Numbers

- Child care providers can apply for an Employer Identification Number (EIN), also known as a Federal Tax Identification Number.
- This is a free service offered by the Internal Revenue Service (IRS). Contact the IRS office to apply or go online to [www.irs.gov](http://www.irs.gov).

### Approved Relative Provider Information

- An approved relative child care provider can be a sibling not living in the home with the child/children, a grandparent, great-grandparent, aunt, or uncle.
- Anyone who applies to be an approved relative provider must submit an application and a W-9 Request for Taxpayer Identification Number and Certification Form to the state Child Care Assistance Program, PA Division or their county social service office.
- They will receive a provider ID number.

### Tax Information

Federal law requires that a 1099 Miscellaneous Tax Form be sent to each child care provider who has received payments of **\$600 or more** from the state. This will be done automatically at the end of a calendar year and mailed to you in January. This information is also sent to the IRS.

Any child care provider who received **less than \$600** from the state will not receive a 1099 Miscellaneous Tax Form. Instead you will receive a letter stating the amount paid to you by the state.

The 1099 Miscellaneous Tax Form does not include the amount paid to you by a family. It is your responsibility to maintain records of a family's co-payments.

# Child Care Assistance Program

## Provider Information



North Dakota Department of Human Services  
 Economic Assistance Policy Division  
 Child Care Assistance Program  
 600 E Boulevard Ave Dept 325  
 Bismarck, ND 58505-0250  
 Telephone: (701) 328-1060  
[www.nd.gov/dhs/](http://www.nd.gov/dhs/)

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