

## CHILD CARE ASSISTANCE PROGRAM PROVIDER FACT SHEET

### WHAT IS THE CHILD CARE ASSISTANCE (CCAP) PROGRAM?

- ◆ The CCAP assists low income eligible families in paying for child care while parents work and/or attend school or in job search.

### ARE THERE ANY SPECIAL REQUIREMENTS FOR PROVIDERS?

- ◆ Eligible Providers must be at least 18 years old;
- ◆ Must be either licensed, registered, self-declaration or an approved relative;
- ◆ Complete a form "W-9, Request for Taxpayer Identification Number and Certification" form.
- ◆ CCAP payments are paid directly to the child care provider unless a special request is made by the provider to pay the parent.

Applications for licensed providers may be obtained at the county social service office. Applications for Approved relative providers can be obtained at the county social service office

or

Child Care Assistance Program  
600 E. Boulevard Ave Dept 325  
Bismarck, ND 58505 - 0250  
(701) 328-2332 or 1-800-755-2716  
[www.nd.gov/dhs](http://www.nd.gov/dhs)

### WHEN CAN I EXPECT PAYMENT?

- ◆ If the provider completes the licensure process within 120 days after a family has either been determined eligible for assistance or changed providers, then payment for services can be made *provided* the family meets all eligibility criteria for the same time period.
- ◆ Billing forms submitted to the County Social Service Office by the 10<sup>th</sup> of the month will be processed as quickly as possible by the eligibility worker. Payments are mailed two working days after a payment is processed.

### WHAT INFORMATION MUST BE KEPT CURRENT IN ORDER TO STAY ACTIVE IN THE PROGRAM?

- ◆ It is important for providers to keep the County Social Services office apprised of their current address. Failure to report a move will invalidate the provider's status as an eligible CCAP payee and result in payment delays.
- ◆ Child Care Assistance checks cannot be forwarded.

## HOW MUCH WILL I BE PAID?

- ◆ The state sets the maximum allowable costs for program payments based upon a recent survey of the market. Child care costs that exceed these maximums are the responsibility of the family.
- ◆ A Sliding Fee Schedule is used to determine the amount of assistance a family will receive. Most families are required to contribute to the payment of child care costs. The sliding fee schedule may be viewed at <http://www.nd.gov/dhs/info/pubs/childcarepub.html>.

## WHAT ELIGIBILITY CRITERIA MUST BE MET TO RECEIVE ASSISTANCE?

- ◆ Families must meet income guidelines.
- ◆ Parents must need child care in order to work or attend training or in job search.
- ◆ Children must meet age requirements.
  - Birth through their 13<sup>th</sup> birthday unless special needs exist. Then a child may be eligible until age 19.

## WHAT IS A CHILD CARE CERTIFICATE?

- ◆ A certificate is issued for the parent and provider when a family is determined eligible for CCAP. It is the responsibility of the parent to give the certificate to the provider. It includes:
  - the number of months covered,
  - the percentage of the bill to be paid by the parent,
  - the maximum amount the family may have to pay,
  - the parent's allowable activity (employment or training or job search),
  - the children covered,
  - information on mandatory reportable changes, and allowable maximum charge in which CCAP will participate.
- ◆ The parent is 100% responsible for amounts over the allowable maximum charge per child.

## HOW DO I BILL FOR CARE PROVIDED?

- ◆ A child care Billing Form is completed and submitted each month to the County Social Services Office to verify costs and hours used.
- ◆ Once care has been provided, the provider and parent both must sign and date the form.

## WHAT ELSE DO I NEED TO KNOW?

- ◆ Information regarding a family's status is confidential may only be shared under certain circumstances.
- ◆ Families choose their provider.
- ◆ Providers must assure that parents have unlimited access to their children.
- ◆ Providers and parents are responsible for negotiating a termination agreement.
- ◆ The state will not pay a provider more than what is charged for a self (private) pay family.