

Who can help me find a child care provider?

The Child Care Resource and Referral (CCR&R) agencies can assist parents in choosing a provider who will meet their needs. Contact the CCR&R in your region:

- Eastern North Dakota 800-941-7003
- Western North Dakota 888-223-1510

What happens if I give false information on purpose?

If you give false information on purpose, it might result in legal action against you (criminal or civil). It might also mean we reduce your benefits, take money back from you or disqualify you from benefits temporarily or permanently.

Is my information kept confidential?

The information you provide is held in confidence and is used solely for the purpose of program administration.

Do I have to provide my Social Security Number and how is it used?

The Privacy Act of 1974 requires the following information be provided when individuals are requested to disclose their social security numbers. Disclosure of the social security number is voluntary and it is requested for identification purposes. Failure to disclose this information will not affect participation in this program.

Who do I contact for additional information?

For further information regarding CCAP, contact your local county social service office or the North Dakota Department of Human Services.

What are my program rights?

You have the right to:

- Review the policy manual

- Withdraw your application at any time prior to receiving benefits.
- Appeal and request a fair hearing if you disagree with any decision made by the Child Care Assistance Program to deny, reduce or terminate benefits. Appeals must be requested within 30 days from the print date on the notice that is being appealed.

Non-discrimination in Federal Assistance Program

The Department of Human Services makes available all services and assistance without regard to race, color, religion, national origin, age, sex, political beliefs or affiliations, disability or status with respect to marriage or public assistance, in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the North Dakota Human Rights Act of 1983. The Department of Human Services makes its programs accessible to persons with disabilities.

Persons needing accommodation or who have questions or complaints regarding the provision of services according to these Acts may contact the Department of Human Services Civil Rights Officer or the US Department of Health and Human Services, Office for Civil Rights in Denver, Colorado.



North Dakota Department of Human Services
Public Assistance Division
600 E Boulevard Dept 325
Bismarck, ND 58505-0250
Phone: 1-800-755-2716 Fax: 701-328-1060
ND Relay TTY 1-800-366-6888
email: dhseap@nd.gov
www.nd.gov/dhs

DN 861 (Rev. 10-16)

CHILD CARE ASSISTANCE PROGRAM



HELPING FAMILIES
WITH CHILD CARE COSTS

North Dakota Department of Human Services
State Capitol
Bismarck, ND 58505-0250

What is the Child Care Assistance Program (CCAP)?

CCAP provides help with child care costs for families with low income while they are participating in work, allowable education or allowable training programs or job search.

Who may be eligible?



Families with low income who are:

- Working
 - Paid employment
 - Self-employed
- In allowable education or allowable training programs
 - An individual attending allowable postsecondary school or allowable postsecondary training must provide a copy of their class schedule and complete an SFN 113, Postsecondary Education Information form.
- Looking for employment, education or training activities and housing in situations of homelessness (limited time)



What are the age requirements for children?

Children are eligible from birth through the certificate period in which their 13th birthday falls or a child with special needs may qualify up to age 19.

Where can I apply for CCAP?

Apply for CCAP at your local county social service office.

What are the income and asset limit?

A family's assets cannot exceed \$1,000,000. Monthly income from wages, child support, pensions, veteran's benefits or other sources must be less than the CCAP income limits. Please contact your local county social service office for the current limits.

A Child Care Assistance Program Sliding Fee Schedule was developed to determine cost sharing by a family and CCAP based on income, size of the family, the age of the child, type of provider and level of care.

The Child Care Assistance Program Sliding Fee Schedule can be accessed at: <http://www.nd.gov/dhs/info/pubs/docs/dn-241-child-care-assistance-sliding-fee-scale.pdf> or contact your local county social service office for the current limits.

What is a Child Care Certificate?

A child care certificate is issued by the ND Department of Human Services to eligible families. The certificate contains:

- the name and address of the parent/caretaker
- the period of time covered by the certificate
- the Family Monthly Co-payment the family is responsible to pay
- the children who are eligible to receive child care
- the level of care and provider each child is eligible for
- the parent/caretaker's allowable activity
- the mandatory changes families must report

How is my child care paid?

The ND Department of Human Services will pay a portion of your child care determined by using the Child Care Assistance Program Sliding Fee Schedule. Payment is made directly to the provider unless the provider requests that payment be made directly to the family.

Who qualifies to be a provider?

Providers must be at least 18 years old and must be licensed, self-declaration, registered or an approved relative in order to receive payment.

An approved relative, who is related to the child by marriage, blood relationship or court decree, is a:

- grandparent,

- great grandparent
- aunt or uncle
- a sibling who does not live in the same home as the child for whom care is being provided, may also be approved

Who may I use as a provider?

Families have the right to choose their own child care provider such as a center, group, or family child care. Providers may be nonprofit or for profit, sectarian or relatives. Families must contact their local county social service office for information regarding licensing, self-declaration or approval of relative providers.

What if my provider requires a contract?

If your child care provider requires you to sign a contract, read it carefully before you sign it so you are aware of all your obligations.



The Department of Human Services is not bound by or responsible for either party's compliance with the terms of any contract entered between a provider and a parent/caretaker.

What access to my children do I have while they are at my providers?

Families must be given unlimited access to their child(ren) in child care and to the providers who are providing the care. This access is to be during normal operating hours of the child care facility.

What tax information does my provider need to know?

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 Dept. of Human Services. This will be done automatically at the end of the calendar year and mailed to the child care provider in January. This information is also sent to the Internal Revenue Service (IRS) as an accounting for child care paid.