

CHILD CARE PROVIDER RIGHTS & RESPONSIBILITIES

Best Beginnings Child Care Scholarship Program

The general child care subsidy program requirements are contained on this form, and must be shared with each state assisted family. Please return the completed form to your Child Care Resource and Referral agency. **The Child Care Certification Plan you receive in the mail is your verification of the family's eligibility for benefits.**

Return this form to CCR&R by: _____

The Nurturing Center, Inc.
146 Third Avenue West
Kalispell, MT 59901
(406) 756-1414 or 1-800-204-0644

Provider Name: _____

Provider #: PV _____ Telephone: _____

Please read & initial each item:

Initials	Provider's Rights
	1. I have the right to receive a copy of the Child Care Certification Plan. This identifies the family's start-date, end-date, hours of child care authorized, and co-payment amount, which is paid directly to me.
	2. If the family's circumstances change, and they lose eligibility for scholarship assistance before the end-date shown on the Child Care Certification Plan, a notice will be mailed to me ten (10) days before the end of scholarship assistance. If there is no change to the certification plan during the span of eligibility, the certification plan becomes the notice to the provider when child care eligibility will end.
	3. I may set my own payment rates for child care services, which may be more or less than the State district rates.
	4. I have the right to timely payment for child care scholarship services.
	5. I can anticipate the following invoice and payment schedule. Weekends and holidays delay this schedule: <ul style="list-style-type: none"> 1. Invoices are mailed to the provider during the month in which care is received. 2. Invoices shall be submitted to the Child Care Resource and Referral (CCR&R) agency immediately following the month in which care is provided. 3. Invoices are processed on the fifth business day of the month and on subsequent Tuesdays. Payments generally arrive in 2 to 3 business days after processing. • If the payment address is incorrect, the payment will be sent by return mail back to the State. Allow a minimum of a one-week delay for the payment to be returned to the State, the correct address located, and the payment to be re-mailed. (This delay can be avoided by notifying the local child care licensor before any address change.) • A Direct Deposit option is available to electronically transfer payments to a payee's bank account.

	<ul style="list-style-type: none"> • If an invoice or payment is late, please contact the local CCR&R agency. • If an error in payment occurs, the State/CCR&R will make adjustments in future payments. Outstanding accounts are referred to the Department of Public Health and Human Services (DPHHS) Accounts Receivable and to the Department of Revenue (DOR) Tax Offset for collection. • If a payment is delayed, the Early Childhood Services Bureau will work with the local Child Care Resource and Referral agency, computer system personnel, and the fiscal office to solve the problem and issue the payment.
	<p>6. I may request payment for holding a child care slot if the slot will be lost during a scheduled absence. The absence may not last longer than 30 days and I must provide a list of waiting children to verify that another child would otherwise fill the slot. The same policy must apply to all families.</p>

Please read & initial each item:

<i>Initials</i>	Provider's Responsibilities
	<p>1. I understand child care scholarship hours are available only during the parent's approved activities, which may be less than the maximum limits indicated on the child care certification plan.</p>
	<p>2. I will not discriminate against any child based on the sex, race, national origin, ethnic background, religious affiliation, or disability of the child.</p>
	<p>3. I will keep all information regarding this family confidential, except for the following circumstances:</p> <ul style="list-style-type: none"> • I will share attendance information with the CCR&R, with regard to eligibility for the Child Care Scholarship Program. • I will cooperate with Montana Department of Public Health and Human Services and local law enforcement, investigating child care licensing issues. • As a registered or licensed provider, I am a mandatory reporter of suspected child abuse or neglect. I will report these concerns by calling 1-(800) 820-KIDS (5437), Montana Department of Public Health and Human Services—Child and Family Services.
	<p>4. I will abide by and maintain applicable center licensing, family or group home registration, or legally unregistered requirements (ARM 37.95.101-1021). My provider status must be current in order to serve families and receive payment for families receiving Child Care Scholarship assistance.</p>
	<p>5. Families eligible for a Best Beginnings Scholarship must choose a provider who holds a current registration, license, or legally unregistered payment number. I will immediately notify parents if a negative licensing action affects my eligibility to serve Best Beginnings Scholarship families.</p>
	<p>6. I will immediately notify the Child Care Licensor of any address changes: physical address, mailing address, or payment (warrant) address. A payment delay may occur if this does not</p>

	occur timely.
	<p>7. I understand my rates for private-pay families may not be lower than rates for scholarship families.</p> <ul style="list-style-type: none"> • Rates: The scholarship will reimburse at the lower of the following rates: the rates that apply to unassisted families or the State rate. • Holidays: A registered/licensed provider may charge for certain holidays, when closed, if the provider charges non-scholarship families for the same holiday observance. Billable holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. • Certified Enrollment Days: Certified Enrollment allows a registered/licensed provider to bill for some absences. A registered/licensed provider may claim certified enrollment hours, only if the provider charges non-scholarship families for absence days and the child is attending the facility full time, 30+ hours per week. A child is limited to 150 CE hours during a State fiscal year.
	<p>8. I will report the current rates I charge non-scholarship families to the Child Care Resource & Referral agency. These rates are used to facilitate the payment process and they are included in a biennial market rate survey. New rates may be reported on the invoice.</p>
	<p>9. I understand that when I report rate changes to the CCR&R, the new rates may not take effect for 10 days.</p>
	<p>10. I understand that I am solely responsible for any terms of agreements I have with the parent(s).</p>
	<p>11. I will notify the CCR&R if a child is absent for five (5) days without notice.</p>
	<p>12. All child care providers shall maintain current sign-in/sign-out records for each child receiving child care assistance and utilize them as follows:</p> <ul style="list-style-type: none"> • Each time the child enters or leaves the provider's care, the parent or other individual authorized to deliver or pick up the child shall initial or sign the sign-in/sign-out sheet. An electronic signature system may be used if it employs a unique and confidential identification process for individuals. • Sign-in/sign-out records must indicate the child's name, the date, the hour, and the minute when the child enters and leaves the provider's care. • The provider shall make sign-in/sign-out records available to child care resource and referral agency staff and state and local government health, safety, or law enforcement representatives upon request. <p>The provider shall keep sign-in/sign-out records for five years beyond the date of attendance.</p>
	<p>13. I will claim actual care provided, as designated on the child care certification plan and subject to the limitations of continuity-of-care policies. I may not bill for care subcontracted to another individual or facility.</p> <ul style="list-style-type: none"> • The claim must indicate the child's actual attendance accurately, within one quarter hour. The claim may be rounded to the nearest quarter hour of total daily attendance. • The claim must be verifiable through the provider's sign-in/sign-out records as noted

	above.
	<p>14. As a provider, my eligibility to receive state payment under a state assisted child care program may be terminated if:</p> <ul style="list-style-type: none"> • I willfully misrepresent services provided, with respect to sign-in/sign-out records, attendance billed on invoices; or • I refuse access to the child care setting and child records during business hours to the following personnel: <ul style="list-style-type: none"> ○ employees or other agents of state or local government, investigating child care services or, child abuse or neglect; ○ child care resource and referral agency personnel investigating child care services; or ○ health, building, or fire officials investigating child care facility health and safety issues.
	<p>15. Child care providers have 60 days to submit claims for services:</p> <ul style="list-style-type: none"> • I must submit invoices to the district CCR&R within 60 days of the service month to be eligible for payment. • If the child care certification plan is not available during the service month, the invoice, is due at the district CCR&R within 60 days following the provider's receipt of the invoice. • If corrections or adjustments to an invoice are necessary, they must be received by the CCR&R within the 60-day period prescribed.
	<p>16. When a provider or a parent receives child care assistance in excess of the amount to which the provider or parent is entitled, due to a willful action of the provider or parent, the department may pursue criminal charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery of the overpayment.</p> <ul style="list-style-type: none"> • A willful action includes but is not limited to the making of a false or misleading statement, a misrepresentation, or the concealment or withholding of facts or information. <p>If a willful action results in an overpayment, the following will occur:</p> <ul style="list-style-type: none"> • The first willful action will result in a 10% assessment being added to the amount of repayment due and, if I am responsible, web invoicing privileges will be lost and copies of sign-in/sign-out sheets must be submitted with invoices for the following three months. • The second willful action will result in a 25% assessment added to the amount of repayment due and, if I am responsible, copies of sign-in/sign-out sheets must be submitted with invoices for the following six months. • The third willful action will result in the household or provider responsible being ineligible to participate in the child care development fund assistance, grant, and quality child care programs.

Provider Signature: _____ Date: _____