

Welcome to Child Care Participant Agreement (9800) /Billing Training

Contact: Family Support

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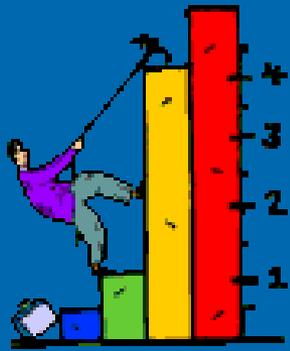
**Program Eligibility
Specialist**

Rhonda Harris

**Internet Technical
Support**

Sarah Blauw

**Program Eligibility
Specialist**



Training Goals

➤ To Provide:

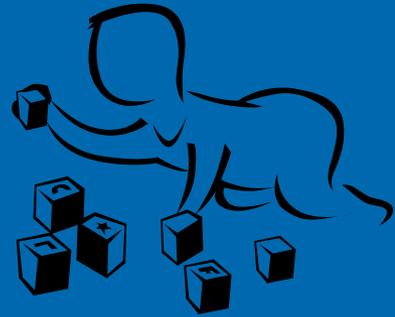
- Accurate understanding of agreement
- T/TA on record keeping
- T/TA on billing system
- Updates of new policies and regulations
- Answers to your questions



Documentation Include

- **Provider Information**
- **Purpose and Performance of the Agreement**
- **Definitions**
- **DHS Responsibilities and Assurances**
- **Child Care Responsibilities and Assurances**
- **Cancellation of the Agreement**
- **Administrative Appeal Procedure**
- **Certifications and Signature**
- **Request for Taxpayer Identification Number**
- **Contract and Grant Disclosure & Certification**

Provider Information



- Must be completed
- All Information must match what is in the system
- If taxpayer identification number changes you must contact your license specialist immediately
- If mailing address change you must submit a new W-9 form to our office

Purpose and Performance of the Agreement

- The main purpose of this agreement is to establish eligibility for provider participation in the Child Care System and to set forth Department and Provider responsibilities and assurances



Definitions

- The definitions of this agreement are for clarification and understanding of terminology used in the Child Care Participant Agreement



DHS Responsibilities And Assurances

- **Mandatory training for new providers , new facility owners, and facilities with billing issues**
- **Technical Assistance**
- **Departmental/ Reimbursement Policy**
- **Public Register of providers participating Child Care System/ County Office**
- **Billing Policy**



Child Care Provider Responsibilities and Assurances

- Comply with all requirements set forth in this agreement
- New Providers or Owners to attend mandatory training within (90) days
- Agrees to submit timely billing
- Document and maintain attendance records



Cancellation of Agreement

- *not transferrable**
- *relocates to another facility**
- *change of EIN**
- *change of ownership**
- *DHS Policy 1088 (Exclusion) from all DHS programs**
- *health and safety of children in the facility**

Administrative Appeal Procedure

- Page 8 of 10 - Section (VII) part A and B of (9800) Child Care Participant Agreement



Certification and Signature

- Owner or authorized representative
- Certifying that all information received is true and correct
- Notification of changes immediately



Request for Taxpayer Identification Number

- Address change
- Direct deposit enrollment
- Must have on file



Contract and Disclosure and Certification Form (FI-F2)

- Form must be completed
- Failure to complete all required information may result in a delay in obtaining a contract, lease purchase agreement, or grant award with any State Agency



Billing Method

- Internet – See Slide
- Child Care Billing Form
- Remittance Listing
- Attendance Form



(9800) Agreement Reminders

- If you are moving, changed license numbers, or change of ownership you must complete a new agreement
- Change of TIN # must be reported immediately to license specialist
- If adding a new facility to existing TIN #, pg 10, W-9, and Contract Grant and Disclosure Form must be completed and returned
- Please be advised the Agreement will be placed in pending status if your licensing process has not been completed



Reminders con't...

- Attendance form must be completed and maintained at your facility for the children that are participating in the Child Care Assistance Program
- DHS Approved Attendance form
 - Weekly tracking in a one-page faxable format
 - Designed to be used as daily sign in sheets



Remember...

- We are only a phone call away
1800.322.8176 ext 28947

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