

Stanislaus County Office of Education Grantee Operated Program

Our Handbook

FCCH Provider Addendum

Welcome



SCOE welcomes your family
to ours

- FCC Provider Participation
- Dis-enrollment Policy
- Attendance & Reimbursement
- Provider/Assistant
Qualifications



Provider Participation

PARENTAL CHOICE

It is the parent's right and responsibility to choose the child care provider most appropriate for their needs from the contracted FCCHEN providers. This program will provide reimbursement for child care that is provided by SCOE FCCHEN only. If you need assistance in choosing a child care provider within FCCHEN, contact a SCOE, FCCHEN staff person at (209) 238-6300.

Child care is a contract between the parent and provider. Any disputes arising or liability resulting from the parent-provider contract shall not involve SCOE in any way. The FCCHEN program assumes no responsibility for injury or damages arising from the parent or child care provider's performance. The parent and provider agree to hold harmless SCOE and the FCCHEN program and its employees, from costs, lawsuits, or liabilities arising from child care services.

Suspected Child Abuse:

Our staff are mandated reporters. The safety and wellbeing of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your Family Eligibility Specialist.

There are resources available to help you, at no charge



PROVIDER PARTICIPATION REQUIREMENTS

Providers requesting to be considered to be part of the network will be placed on the FCCHEN provider waiting list. As provider openings occur, providers will be contacted in request date order.

Provider must be an independent contractor. Provider understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of SCOE, and are not entitled to benefits of any kind or nature normally provided to employees of SCOE and/or to which SCOE employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Provider assumes the full responsibility of the acts and/or omissions of his/her employees or agents as they relate to the services to be provided. Provider must assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Provider's employees.

All providers interested in participating must meet the following requirements and submit all requested documents to SCOE, General Child Care/FCCHEN Program:

1. The provider agrees to remain in compliance with applicable state licensing regulations.
2. The provider must follow the General Child Care Funding Terms and Conditions and Title 22 Regulations.
3. Provider provide verification that the child care provider does not provide religious instruction or allow worship in its child development program must be posted.
4. Provider permanently post, in a prominent location, information about the registered sex offender database that is available on the Megan's Law Web site, <http://www.meganslaw.ca.gov> and give families licensing form 995 or 995A, Notification of Parent's Rights provided by the State Department of Social Services.
5. The provider submits his/her current fee schedule, policies and a copy of the agreement between the provider and the parent.
6. The provider submits a copy of tax identification, copy of photo identification, W-9, Program Handbook Acknowledgement of Receipt of Written Policies form, and Agreement for Services.
7. Provider submits copy of current child care license. Provider must immediately report any licensing citations or violations to FCCHEN staff.
8. Provider submits copy of current tuberculosis clearance (every 4 years), and pediatric CPR/First Aid card (every 2 years).
9. Provider's Licenses are specific to a provider and home. The FCCHEN program Agreement for Child Care Services is non-transferable. A provider who moves must have a license reflecting the new address before being eligible for reimbursement. After receiving a license reflecting the new address, the family child care provider will be issued a new Certificate and Agreement for Child Care Services reflecting the current information. The FCCHEN program will not make reimbursement to providers who do not have a current license and Agreement for Child Care Services on file.
10. All providers must operate on a nondiscriminatory basis giving equal treatment and access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability.
11. The provider must submit a copy of valid liability insurance covering their child care business (\$1 Million) with SCOE as additional insured.
12. Provider must achieve a minimum average score of "Good" on each Family Child Care Home Environment Rating Scale subscale annually.
13. Provider must maintain child ratio schedule annually and update as changes occur. Record on form CD-3705.
14. Provider cannot require or solicit, in cash or in kind, additional payments from any families enrolled in the General Child Care FCCHEN program, except for the costs of field trips. Providers must inform families of any additional fees for field trips prior to enrolling the child. The maximum total of field trip charges per child cannot exceed \$25.00 per year.
15. Provider submits completion of the Automobile Use form. If the provider will transport FCCHEN children, then documentation as indicated on the form is needed.
16. Provider submits proof of Providers Immunization Clearances as required by licensing.
17. Provider submits completion of the Active Child Supervision Plan annually.
18. Provider submits completion of Mandated Reporter Training annually.

REIMBURSEMENT SCHEDULE

Attendance claims received in the FCCHEN office by the fifth (5th) working day of the month will be processed and the reimbursement will be mailed out no later than the last working day of the month.

LATE/INCOMPLETE/INACCURATE CLAIMS

A late, incomplete and/or inaccurate attendance claim is defined as follows:

- Missing name of child
- Missing signatures
- Missing actual daily time in and/or out of care
- Care documented on incorrect claim (Example: March care submitted on an April claim)
- Use of pencil
- Use of white-out
- Claim submitted more than 30 days from the month of service

The first time a claim is submitted late, with incomplete and/or inaccurate information, a verbal and written warning will be issued, and the claim will be processed based on approved/certified care.

If there is a second occurrence, a written notice will be issued and the parent and provider, if applicable, must meet with FCCHEN staff to review the policy and inaccuracies.

A Notice of Action to discontinue services will be issued for future occurrences.

Note: Reimbursement for child care services will not be issued if an attendance claim is submitted more than thirty (30) days after child care services are provided, and will become the obligation of the parent if it is the third late claim occurrence.

If the family discontinues services or abandons care and the parent did not sign the claim at the end of the month, SCOE will only approve reimbursement for days the child was signed in and out on a daily basis. SCOE will be unable to reimburse the provider for any undocumented services they may have rendered.

PROVIDER'S 1099 FORM

Reimbursements to providers will be reported to the Internal Revenue Service. At the end of each calendar year, the provider will be issued a 1099 Form (statement of non-employee earnings) stating the total money received from SCOE. We do not deduct taxes from reimbursements. If you have questions about your tax liability, consult a tax expert.

FAMILY DISENROLLMENT:

When a family chooses to dis-enroll from the FCCHEN program, they are required to notify both the program and the provider in writing at least two (2) weeks in advance of the anticipated last day of attendance. If a two-week notice is not given, the FCCHEN program is not liable for reimbursement to the provider.



The FCCHEN may deny services or dis-enroll a family for any of the following reasons, which include, but are not limited to:

- Non-compliance of the program policies
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Abandoned child care for five (5) consecutive days without notice.
FCCHEN does not allow families to be enrolled in the program if they are not using child care unless a gap in service has previously been approved
- Failure to adhere to the Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification or recertification
- Failure to use certified care as agreed upon between the parent/provider and the FCCHEN program
- Delinquency in the payment of family fees
- Failure to complete attendance claims accurately and on a daily basis

Attendance & Reimbursements

It is the parent's right and responsibility to choose a child care provider for their eligible children. To receive reimbursement through SCOE FCCHEN for their child care and development services, the provider must agree to act in an independent contractor capacity and meet SCOE provider participation requirements.

Steps to Provider participation are as follows:

1. Parent selects a child care provider from the FCCHEN and submits a Provider Information form.
2. Certificate for Child Care Services is issued to the Provider and Parent.
3. Attendance claims are mailed monthly to the provider and must be completed daily.

Note: Providers will be notified through the Notice of Action when there is a change to the child care schedule or if the child care services are being discontinued.

EHS CCP DAILY ATTENDANCE AD REIMBURSEMENT

For continuity of care, children enrolled in the EHS CCP may attend care Monday through Friday for six (6) hours per day or based on the parents need for services, whichever is greater. Note: Except for provider non-operational day.

Parent must notify provider within one hour of scheduled care if the child will be late or absent.

SCOE will directly reimburse the Provider at the EHS CCP rate. The EHS CCP reimbursement rate per child is based on the provider's qualifications as follows:

REIMBURSEMENT GUIDELINES/RATES:

FCCHEN Reimbursement	Daily Rate
All Children 0-13	\$40.92
FCCHEN EHS CCP Reimbursement Tiers	Daily Rate
Working on meeting the Head Start Education Requirement	\$60.00
Hold a FCCH CDA	\$65.00
Hold an AA	\$70.00
Hold a BA or Higher	\$75.00

CHARGES NOT REIMBURSED BY THE PROGRAMS

- FCCHEN does not reimburse when the provider is unavailable to provide services such as when the provider is on vacation, ill, closed for holidays or if the provider elects not to provide services.
- Parents are responsible for charges incurred due to late pick-up of children.
- When parents make a change but do not provide the FCCHEN program two (2) weeks' notice prior to the change, the FCCHEN program will not be responsible for any additional reimbursement during this time period.

CO-PAYMENTS

The FCCHEN Program does not allow a provider to charge a co-payment to the family. Provider cannot require or solicit, in cash or in kind, additional payments from any families enrolled in the General Child Care FCCHEN program, except for the costs of field trips. Providers must inform families of any additional fees for field trips prior to enrolling the child. The maximum total of field trip charges per child cannot exceed \$25.00 per year.

ATTENDANCE POLICY:

Regular and consistent attendance is important and allows the family to maximize the benefits of the child's early learning and care experience.

Children are **expected to attend child care based on their certified schedule** determined at initial certification, recertification and/or when a family voluntarily requests to change their service level.

A family may be dis-enrolled from the program if the child has excessive absences that exceed five unexcused absences per program year, and/or is not using child care services as certified.

Parents may voluntarily request to change their child's service level (See Right to Voluntarily Report Changes).

Positive Guidance:

Provider and Assistants will use positive guidance when responding to undesired child behavior rather than corporal punishment, emotional, or physical abuse, unnecessary restraint, humiliation, isolation, or denial of food, water or bathroom privileges



PROVIDER/ASSISTANT QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Providers have fifteen (15) hours of training on preventive health practices as required by Title 22 Licensing Regulations and current CPR/First Aid verification cards for all adults involved in providing child care services every two (2) years. In addition, tuberculosis clearance (every 4 years), immunization clearance, and the facility roster report must be included for both the provider and all adults involved in providing child care services.

As outlined in the Head Start Performance Standards, Providers have previous early child care experience and at a minimum, be enrolled in a Child Development Associate (CDA) FCCH program or an Associates or Bachelor's degree program or higher in child development or early childhood education prior to participation in the program. Within 2 years they must complete the CDA FCCH program, or hold an Associates or Bachelor's degree or higher in child development or early childhood education.

Note: Assistants are not required to meet the educational requirements. During a provider's absence, at least one adult onsite must meet the qualifications at all times as required by Title 22 Licensing Regulations.

SCOE will provide the opportunity to attend Professional Development Trainings in early child development, implementation of curriculum, working with children with disabilities, effective communication with children and their families, safety, sanitation, hygiene, health practices and CPR/First Aid, child abuse and neglect and USDA child food program at no out of pocket expense to the provider.

SCOE will support the Provider using the practice-based coaching model. This model is used to support effective teaching practices for providers. Based on Family Child Care Environmental Rating Scale data (FCCERS), DRDP data, and individual child goals, SCOE provides monthly on-site mentor coaching and activity planning assistance.





**Family Child Care Education Network/ Early
Head Start Partnership Provider Addendum
Acknowledgement of Receipt of Written
Policies & Parent Handbook**

My signature below acknowledges that I have received a copy of or have chosen to access online the program handbook. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

FCCH Provider

Printed Name: _____

Legal Signature: _____ Date: _____