



ICCP Policies and Procedures with GAP

The GAP Program does accept ICCP participants; however, your child care fees are ultimately the parent's / guardian's responsibility.

Please read the following procedures:

- When registering for GAP online, choose the best answer that fits your needs for ICCP.
 - An online GAP registration form must be completed first.
- After submitting GAP registration form, schedule an appointment on the [online calendar](#) to meet with the GAP Office Staff to fill in parts B and D of the Monthly Dependant Care Charges: Child Care Form .
- Since it takes ICCP a couple weeks to inform us of your co-pay, the registration fee is required after being accepted into the GAP Program. If your co-pay is less than what you paid, the credit will go toward the following month's co-pay.
- It is required to supply the GAP Office with a notice of acceptance from ICCP no later than 1 month from registering. If proof of acceptance is not received, it is the parents'/guardians' responsibility to pay their account in full.
- Co-payments are due on the 1st of each month. These stay the same unless there is a change with the Department of Health and Welfare.
- Changes to GAP usage such as schedule changes and planned ahead extra usage is the **parent's/guardian's responsibility** to obtain, report, and deliver the necessary forms to Health and Welfare. This information is required by ICCP to be turned into them by the 20th of the month. Please contact the GAP Office before the due date to make an appointment to complete the child care portion of the Monthly Dependent Care Charges: Child Care Provider Form.
- Fees that are not reported to Health and Welfare are the responsibility of the parent/guardian. ICCP will not pay fees charged to families who do not pick up their children on time or to families who do not pay their provider on time. ICCP will not pay fees charged to families when they decide not to continue to use a provider and do not notify the provider in advance.
- ICCP payments are received a month behind. Statements will be emailed when charges are added to your account and when ICCP makes a payment to your account.
- It is the parent's/guardian's responsibility at the time of re-evaluation to provide ICCP and to report to the GAP Office any changes regarding ICCP. If you no longer qualify or do not complete your re-evaluation, you will be responsible for your child care fees in full.
- Questions, contact the GAP Office at (208)773-5010