



# CCA Provider Update

JULY 2009

## FY09 Coming to a Close!

The Child Care Assistance Program's (CCAP) fiscal year is coming to a close.

### What this means for you:

For care provided during the months of May and June 2009, you **MUST** submit your billing reports **no later than July 31st** or your payment will be denied.

To ensure you get all the money that should be coming to you, please make sure to check your billing records and authorizations to see if you have been paid by this office for services provided to CCA families.

If you have any questions pertaining to payments that

have been made, please call Kelly Morgan at 907-463-6122 or toll-free 1-800-505-6124 and ask to speak with Kelly.

Provider billing reports are processed in the order that they are received!

Billing reports can be faxed to: 907-586-2011 or toll-free 1-888-216-2011. If you fax your billing report, we encourage you to call and confirm that we have received your fax.

Billing reports can also be mailed to:

Child Care Assistance  
415 6th Street Rm: 105  
Juneau, Alaska 99801

Billing reports can also be put in the drop box that we have at Super Bear Grocery Store in the Mendenhall Mall.

You can also always bring your billing report to the CCAP office located on the corner of 6th & Gold St. in Downtown Juneau, Alaska!



## Rate Changes

Providers are responsible to submit a new Rates and Responsibilities form to the local child care assistance office at least 30 days prior to the effective date of any rate increase. A 30 day written notice must also be given to the provider's participating fami-

lies. **The rate change will become effective the first day of the month following the 30 day notice.** If less than 30 days notice is given, the provider must use their previously published rates for that month. Example: A provider submits the rate sheet on

June 8th. 30 days would be July 8th; however, the rate does not go into effect until August 1st (because rate changes can only be made effective on the 1st of the month) and would be reflected on the warrant issued in September. In the event that a provider decreases their rates they are not required to provide a 30 day notice, however, the changed rate can not be effective until the 1st of the month following the change. Example: The provider submits the rate sheet on June 20th decreasing their rates beginning July 1st. There is no 30 day notice requirement and the change will be made effective July 1st. Rates and Responsibilities Forms are available online or through this office when you request one!

### Child Care Assistance Program

Call us: 907-463-6184  
or  
1-800-505-6124  
We are here to help!

### Special points of interest:

- ☺ FY09 BILLING
- ☺ RATE CHANGES
- ☺ MINUTE MENU WEBKIDS
- ☺ NEW BACKGROUND CHECK UNIT FOR APPROVED & IN-HOME PROVIDERS
- ☺ MISSION, VISION & CONTACT INFORMATION

## Do you participate in the Food Program through AEYC-SEA?

If so, have you thought about using Minute Menu WebKids to submit your claims for food?

AEYC-SEA sponsors Minute Menu.

With Minute Menu WebKids you can easily:

- Record Meals
- Enroll Children
- Note school holidays, child sick days, etc.
- Pre-plan menus
- Print tax reports
- Find out how much you'll be paid
- Eliminate claim errors

Using WebKids can help you increase your reimbursements by eliminating errors that would be made when filling in paper forms.

You can record meals by choosing the foods you've served or you can pre-plan your menus ahead of time and the best part, Minute Menu WebKids will check to ensure they meet USDA guidelines. All for free!!

If you upgrade to Minute Menu Kids Pro you can try it free for 30 days and be able to:



- Invoice Parents
- Track Payments
- Track Business Expenses
- Plan Lessons
- Print Certificates
- Make Charts
- Track Tax Deductions/Tax Tips
- Collect Payments

from Parents with ePay.

Call Genevieve McLaughlin, Food Program Manager for more information at AEYC-SEA: 907-789-1767 or toll-free 1-888-785-1235

## Approved & In-Home Providers Now Process Through The BCU

Effective July 1, 2009 new Approved and new/renewing In-Home child care providers will be required to process through the Background Check Unit.

Please help the CCAP get the word out that Interested Person's Reports (IPR's) will no longer be accepted as proof of a background check UNLESS the provider is applying as an Approved RELATIVE Provider. New applications

for Approved Providers were created by the Child Care Program Office (CCPO) and are available at the Child Care Assistance Program Office.

New Approved and New/Renewing In-Home Providers will now be required to have their fingerprints rolled for themselves and anyone in their home that is 16 years of age and older. There is also a \$25.00 application fee for each indi-

vidual age 16 or older associated with the facility that will need to be paid prior to approval. Current Approved & In-Home Providers do not have to process through the BCU.

**"New Approved and New/Renewing In-Home Providers will be required to have their fingerprints rolled"**

## Mission, Vision & Contact Info.

### Mission

The State of Alaska, Division of Public Assistance mission is "To promote self-sufficiency and to provide basic living expenses to Alaskans in need."

The Child Care Program Office (CCPO) mission states: "We support families in accessing quality child care."



### CCPO's Vision

"Quality child care is accessible to all families in Alaska."

### CCAP Contact Info.

**Kelly Morgan** - Program Supervisor  
907-463-6122

**Amy Morgan** - Provider Specialist  
907-463-6121

**Jessica Manfre** - Eligibility Caseworker  
907-463-6135

**Rick Hamby** - Eligibility Caseworker  
907-463-6124

### CCAP Fax Numbers

907-586-2011 or toll-free 1-888-216-2011

### CCAP Main Numbers

907-463-6184 or toll-free 1-800-505-6124

Email: [CCAP@ccsjuneau.org](mailto:CCAP@ccsjuneau.org)