

Child Care Assistance Program



Provider Update

OCTOBER 2009

Facility Closures

A provider that is participating in the CCAP that either permanently or temporarily (for more than 5 days in a month) closes their facility, must provide at least 14 days written advance notice to participating families and to the local Child Care Assistance Program before the actual closing of the facility.

Providers do not need to notify the local Child Care Assistance Program of temporary facility closures of 5 or fewer days in a month. If a

provider temporarily closes their facility for more than 5 days in a month (such as when a provider takes vacation) the Child Care Assistance Program will change



enrollment authorizations to attendance based authorizations or part-time monthly enrollment authorizations as appropriate.

Direct Deposit now Available!

Yes, you are reading the title of this article correctly! The Child Care Program Office (CCPO) is pleased to announce that electronic payments (EDI—or more commonly known as direct deposit) is now available for

providers receiving Child Care Assistance Program (CCAP) subsidy payments starting October 1, 2009!

Licensed Providers, Approved Providers, Approved Relative Providers, and Approved PASS I In-Home Providers may choose to participate.

The Child Care Assistance Program can cover the parent/child(ren) at a different licensed or approved child care facility while their primary provider is closed. Parents are responsible to request a secondary provider authorization through the Child Care Assistance Program in order to get the additional coverage. ■

The EDI payment information does not apply to approved PASS II/III In-Home Providers. To receive payments by EDI you must submit a completed EDI Payment Agreement Form for Vendors to:

Department of Administration,
Division of Finance
P.O. Box 110204
Juneau, Alaska 99811-0204
OR Fax to: (907)465-3798



Attached to this newsletter is the electronic payment agreement form (EDI) for your use. The form is also available online at: http://fin.admin.state.ak.us/dof/electronic_payments/index.jsp

Note that if you are currently receiving payments by EDI from any other state program or agency, or recently submitted an electronic payment agreement form, then you are already successfully enrolled in the State of Alaska's EDI program and do not need to re-enroll.

The EDI website provides answers to frequently asked questions about EDI and provides contact information for EDI specific questions. ■

Child Care Assistance Program

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

Points of Interest:

- ☺ Facility Closures
- ☺ Direct Deposit Payments for Child Care Assistance Subsidy
- ☺ Alaska Inclusive Child Care Program (Alaska IN!)
- ☺ Provider Record Keeping
- ☺ Other Child Care & Family Resources Offered by CCS

Alaska IN! Supporting the Inclusion of Children with Special Needs in Child Care

A child under 13 years of age may qualify for supplemental program rates through the Alaska Inclusive Child Care Program (Alaska In!) if a child has special needs and the child's special needs are documented by a health professional. The provider must also show that the child requires additional services at an additional cost. The child/family must be participating in the state Child Care Assistance Program to qualify.

Goals and services of the Alaska In! program include but are not limited to the following:

- Expand the availability of child

care for children with special needs

- Facilitate the development of a training plan for providers which identifies the training needed to meet the needs of children served through Alaska In!
- Provide outreach and education to parents of children with special needs regarding care options.
- Increase early identification and intervention for children with special needs.



- Increase caregiver knowledge and expertise in the care of children with special needs.

The family must initiate this process by contacting the Child Care Resource and Referral Agency:



1-888-785-1235

Applications for the parent and provider are available online at www.aeyc-sea.org/forms.htm ■

Provider Record Keeping

For purposes of the Child Care Assistance Program, all providers must keep records for at least three (3) years. The provider must make any records available for inspection during normal business hours upon request from the Department of Health & Social Services or a designee acting upon their behalf.

Required records for providers include, but are not limited to the following items:

- Each license or permit required for operation
- Copies of rates and responsibilities forms
- Monthly billing statements

- Daily attendance records that reflect the actual times and dates when children are in care.

"All providers must keep records (including child attendance records) for at least three years"

CCS Offers the Following Child Care & Family Resources/Programs

- Child Care Assistance Program
- Puddle Jumpers Developmental Learning Center
- Mental Health Services
- Young Parent & Healthy Teen Center



- Comprehensive Family Support Program
- Anger Management Classes
- Child Advocacy Center
- Our Time
- Powerful Families
- Parenting Education-Survival Skills

- Relationship Classes/Workshops
- Children of Incarcerated Parents Services

If you or your child care parents would like more information about any of the programs Catholic Community Service offers, please contact our website at www.ccsjuneau.org or CCAP staff would be happy to assist you getting the info. you need. ■