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Part 17 Chapter 1: Child Care Payment Program Policy Manual

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DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT
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MISSISSIPPI CHILD CARE PAYMENT PROGRAM POLICY MANUAL

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Notice:

Because of the statewide rollout of the Mississippi eChildcare component of the Mississippi Child Care Payment Program, please refer the table below to determine which dates and chapters of this document apply to providers across the State.

Chapter Number	Applicable Dates	Applicable Providers
Chapter 1	April 7, 2014	All providers using the E-Ledger system.
Chapter 2	April 7, 2014	All providers using the MS eChildcare system. This includes providers voluntarily participating in the pilot program and all contracted slot providers. This chapter will apply to all providers once eChildcare is ready for statewide implementation.

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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
Division of Early Childhood Care and Development
CHILD CARE PAYMENT PROGRAM POLICY MANUAL

INTRODUCTION

Section 100 - This Policy Manual establishes policies and procedures for the Division of Early Childhood Care and Development in the administration of the Child Care Payment Program (CCPP).

Section 101 - The Division of Early Childhood Care and Development (DECCD) establishes policy in compliance with the Child Care and Development Block Grant Act, as amended, the Child Care and Development Fund (CCDF) regulations, and the CCDF State Plan.

Section 102 - Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. DECCD should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. DECCD must also make available training on the policy herein, for all licensed and unlicensed child care providers serving certificate children, no less than annually. The person designated to attend may be the Director, Owner, or an authorized representative. Participation in training is required for all providers.

SECTION 100: CHILD CARE SERVICES

100.01 PURPOSE OF FUNDING SOURCE

(1) This manual sets forth policies and procedures for the Mississippi Child Care Payment Program (CCPP), funded by the Child Care and Development Fund (CCDF) and administered by the Mississippi Department of Human Services (MDHS), Division of Early Childhood Care and Development (DECCD).

(2) The purpose of the Child Care and Development Fund, according to federal regulations, is to "increase the availability, affordability, and quality of child care services." The goal of DECCD through the CCPP is to offer a seamless system of high quality child care which supports both children and their families, and operates within federal guidelines.

(3) CCDF funds will be used to provide child care services for Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC) Families, and eligible families at risk of going on TANF with very low-income and low-income. Very low-income families are those whose income is at or below 50 percent of the State Median Income (SMI). Low-income families whose income falls above 50 percent and at or below 85 percent of the SMI.

100.02 LEGAL AUTHORITY

(1) Title VI -Child Care and Development Fund (CCDF)

Legislation: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

Regulations: 45CFR Parts 98 and 99 and Final Regulations published in the Federal Register, July 24, 1998 at 63 FR 39981.

100.03 RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE

(1) Parents are legally and morally responsible for their children and have the right to select the child care provider of their choice.

(2) Child care providers are responsible for providing a safe and secure, high quality educational, nurturing environment for children in their care.

(3) DECCD must assist parent(s) in assessing their child care needs and, upon request, provide a list of licensed facilities for parent(s) who do not have a ready choice. DECCD will not influence parent(s) to choose a particular provider and/or facility.

100.04 NON-DISCRIMINATION POLICY

Individuals shall not be discriminated against on the basis of race, color, sex, national origin, religion, age, or handicapping conditions in the provision of child care services.

100.05 SAFEGUARDING INFORMATION

Employees of DECCD and child care providers are prohibited from using or disclosing any information concerning a parent's use of services for any purpose not in conformity with federal and state requirements, except with the written consent of the parent or authorized representative. The public will not be able to request a copy of client information and/or records. An authorized representative is an individual who has the legal right to speak or act on the parent's behalf. Documentation of this designation must be contained in the parent's file.

CHAPTER 1

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 POLICIES FOR THE CHILD CARE PAYMENT PROGRAM

The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.

101.02 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, children must be served on a first-come, first-served basis in order of eligibility priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:

1st Child Care for Temporary Assistance for Needy Families (TANF)

2nd Child Care for Transitional Child Care (TCC)

3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:

A. Children in Protective Services or Foster Care;

B. Children with Special Needs (up to 85% of the SMI);

C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);

D. Children of Teen Parent(s) currently enrolled in high school full-time;

E. Children served by the Healthy Homes Mississippi home visitation program;

F. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.

4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

SECTION 102: CRITERIA FOR CHILD CARE SERVICES

102.01 ELIGIBLE PROVIDERS

(1) Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider Parents shall select a CCPP approved provider. No payments shall be issued for care provided while a provider is seeking to become a CCPP approved provider. See Glossary of Terms for definitions of each.

(2) i. **Child Care Centers and Group Homes**

In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with DECCD annually upon renewal. The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

ii. If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:

A. The Health Department has not officially closed the center;
B. The center's director submits a written request, on center letterhead, for child care payments to continue; and
C. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and
D. A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.
E. No payments will be issued for care provided while a provider is seeking to become an approved provider.

The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.

(3) i. **Family Day Care Homes and In-Home Providers**

In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of

the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. *and* another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.

ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.

iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.

102.02 APPLICATION PROCEDURES

(1) DECCD will accept applications throughout the year. Referrals for TANF, Healthy Homes Mississippi, or Family & Children's Services clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.

(2) Applications can be obtained by calling DECCD's toll-free number, submitting a request through email/postal mail, or by visiting DECCD's website.

(3) After completing the application, parents/guardians can return the application and all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided.

(4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms.

102.03 WAITING LIST

(1) DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August.

(2) When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff.

(3) If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning of the waiting list; third, those on waiting list by order of application date; fourth, existing

Priority 3B parents; fifth, those who were enrolled in an educational/training program in the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

102.03 ELIGIBILITY DETERMINATION FOR SERVICES

(1) Eligibility Guidelines by Priority Group

A. TANF Parent(s) - TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.

B. TCC Parent(s) – Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.

C. Very Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school, enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.

D. Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an

approved full-time educational or training program. The family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.

E. Post-Secondary Students - Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.

F. Resident -In/Out of State Students - If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.

G. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.

H. Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.

I. Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.

J. Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers.

(2) Income to Be Considered in Calculating Total Family Income

A. Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self-employed, individual/family total income is considered.

B. Social Security benefits for parents and child(ren) must be counted as income.

C. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should <u>not</u> be counted as income.

D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status of another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.

E. i. All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.

ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.

iii. MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

a. The noncustodial parent has caused physical and/or emotional harm to the child.

b. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
c. A child conceived as a result of incest or rape.
d. Pending legal adoption proceedings.
e. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.

iv. When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:

a. If the parent has checked "yes" in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,
b. Search by parent's Social Security Number,
c. Click "select" and pull up and print the parent's information, including payments,
d. Attach the printout to the application and use the amount when calculating income and co-payment for the parent,
e. At annual re-certification, repeat step "iii" above.

F. Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

G. No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.

(3) Documents Required for Eligibility Determination

A. Income Documents:

i. Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.

ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.

iii. Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.

iv. Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.

v. Copy of Estimated Quarterly Tax Report if self-employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the "Total Sales and Receipts" amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.

vi. The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.

B. Educational Documents:

i. Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.

C. Additional Required Documentation:

i Long Form Birth Certificate - A 90-day grace period shall be allowed to receive the birth certificate for a newborn. A 30-day grace period shall be allowed for all other children.

ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.

iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).

iv. If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.

(4) Requirements for a Disabled Parent

A. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

B. If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.

C. If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

D. If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents are not deceased.

(5) Parents enlisted in the United States Military and Deployed

When parents are enlisted in the United States Military and deployed, the eligibility should remain the same until the parent can provide the Military Income. The parent should provide the Military Income as soon as he or she has documentation. The responsible

guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full-time employment.

(6) Pell Grants

Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.

102.04 RE-DETERMINATION

(1) Re-Determination of working parent's eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(2) Re-Determination of parent's eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(3) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

(1) TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.

(2) Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

(1) If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.

(2) If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.

(3) If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.

(4) Exceptions:

A. If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional $l0.00 fee for the child receiving holiday/summer child care.

B. If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.

C. Parents assessed a minimum co-payment fee are:

i. Foster Children

ii. Children in Protective/Preventive Service

iii. Special Needs Children - Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be $10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with Special Needs will continue until the child reaches 18 years of age.

103.03 NON-PAYMENT OF CO-PAYMENT FEES

Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. Non-payment of co-payment fees may result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.

103.04 CO-PAYMENT RECOUPMENT/REPAYMENT

(1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent is to be reimbursed by the provider for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.

(2) If a parent's fee was assessed at a rate lower than the correct fee, the parent is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

103.05 PRORATING CO-PAYMENT FEES

The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.

SECTION 104: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

104.01 SIGN-IN/OUT SHEETS

Providers are required to maintain a record of accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child in order to document attendance. The sign-in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign-in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.

104.02 PAYMENT LEDGER PROCESSES

Payment ledgers must be submitted electronically through the Child Care Payment System. Ledgers open to providers on the 1st day of the month and remain open until 11:59 p.m. CST on the 10th day of the month. Providers are required to complete their electronic ledger within this 10 day window. Ledgers submitted with complete and correct information will be processed for payment. If ledgers require further documentation in order to process payment, the provider will be contacted.

104.03 LEDGER PAYMENTS

If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD or used to issue the certificate, an adjustment will be made in the Child Care Payment System reflecting the change.

Any error in listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within 10 days of the issue date of the copy of the certificate to the provider. Such errors include, but are not limited to incorrect payment rates, incorrect care type (full vs full/part time), incorrect date of birth for the child, etc. DECCD will not adjust underpayments to providers as a result of these errors not reported to DECCD within 10 days of issuing of the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. This form must be submitted to CCPayment@mdhs.ms.gov.

104.04 RATES AND CENTER POLICIES

(1) Licensed providers must file a copy of the center's published rates with DECCD annually. Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.

(2) A. If the child care center's policy states that a program stipend will be provided to

non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.

B. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.

C. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.

D. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before-and-after school care.

E. School-aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full-day because the school was not open or for out-of-school suspension during the school year. Full time reimbursement will be issued for full time care provided by licensed centers when the primary school setting is closed or for out-of-school suspension.

F. Providers will be reimbursed at a part time rate for any day in which a school age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.

G. Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.

H. If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate.

i. If it becomes necessary for the Tier 1-eligible director to be absent for leave, DECCD must be notified within 10 days. DECCD will determine on a case-by-case basis if Tier 1 reimbursement will continue during leave.

I. Full-time certificate payments for school-age children may not be issued to students enrolled in grades one through twelve unless full-time care is needed during non-traditional hours and/or the primary school setting is closed.

J. Full-time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre-kindergarten programs where tuition is assessed. Certificates will expire on a child's 5th birthday. Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full-time certificate funds until they reach the age of 6 (six), which is the compulsory age for school attendance in the state of Mississippi.

104.04 OVER-PAYMENTS AND UNDER-PAYMENTS

(1) If a provider discovers an error in the payment issued, the provider is required to notify the DECCD to request an adjustment within 30 days of the issuance of the payment. Questioned payments or incorrect payments will be adjusted during the next regularly scheduled payment cycle.

104.05 ABSENTEES AND NOTICE

(1) If a child is absent for more than two weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances will be handled on a case-by-case basis.

(2) In the case of court-ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. Any days a child is absent due to court-ordered visitation will not count towards a child's paid absence day. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation.

(3) The Child Care Payment Program will provide a two-week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.

(4) A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECCD for any children who cannot attend the field trips or still need child care during holidays, etc.

SECTION 105: INTERRUPTION OF CHILD CARE SERVICES

105.01 ALLOWABLE LEAVE TIME FOR PARENTS

(1) Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted ro DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to submit acceptable eligibility documentation shall result in the termination of services.

(2) Temporary Job Closings - Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.

(3) Natural Disaster - Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.

(4) A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.

(5) Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.

(6) Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time.

(7) Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.

(8) A child is allowed 15 e absence days per federal fiscal year (beginning October 1 - September 30). Absences related to court-ordered visitations, chronic illness, and

medical treatment for children with special needs are not counted as vacation days.

(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.

(10.) Approved paid holidays for licensed providers

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday
Spring (date varies annually)	Good Friday
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
November	Thanksgiving Day & the Friday after
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

105.02 REASONS FOR TERMINATION

(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.

(2) Non-payment of co-payment fees may result in termination from the Child Care Payment Program for a one-year period.

(3) A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.

(4) Child care services will be terminated when a child grows older than the age requirements.

(5) If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 106.01(1) of this document.

105.03 CHANGE IN PROVIDER

(1) Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.

Section 106 DISPUTES

106.01 PARENTAL AND PROVIDER DISPUTES

(1) Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:

A. A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person.

B. If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.

C. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.

D. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.

SECTION 107: FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.

107.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below $500 or a felony if the amount received or requested is above $500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.

107.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

(1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and /or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.

(2) In the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.

107.03 RECOUPMENT OF FUNDS

(1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:

A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report shall be sent to the alleged offender by certified mail; a copy shall be retained by DPI and the Director of DECCD;

B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if

applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.

C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.

D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.

107.04 FINAL DISPOSITION FOR ACTION

A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.

SECTION 108: MONITORING

108.01 MONITORING PROCEDURE

(1) DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced.

(2) Monitoring visits will include a review of the following records:

A. Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.

B. The attendance recorded on the center's attendance roster will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.

C. The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.

D. Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.

E. A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.

F. Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.

G. The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.

H. The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity.

I. Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.

J. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.

(3) A. If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.

B. A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.

108.02 SUSPENSION AND DEBARMENT

(1) If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.

(2) If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.

Section 109 PROVIDER REIMBURSEMENT LEVELS

(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.

A. Child Care Reimbursement Tier 1:

To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:

Operate a full-day, full-year educational program; OR

Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a center that provides full time care only when colleges/universities/public schools are in session:

AND:

Document center accreditation from the National Association for the Education of Young Children (NAEYC); or*

Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development; or*

Document that the center has a director on site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*

B. To qualify for Reimbursement Tier 1, family home providers must:

Operate a full-day, full-year educational program; OR

Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a home that offers full-time care in the summer months only;

AND:

Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development.*

C. Child Care Reimbursement Tier 2:

To qualify for Reimbursement Tier 2, the child care center or group child care home must:

Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.

D. To qualify for Reimbursement Tier 2, the family child care provider must:

Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.

E. Child Care Reimbursement Tier 3:

To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.

F. See Appendix N for rates.

*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.

Effective: October 1, 2009

GLOSSARY OF TERMS

This chapter contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT - A person who has reached the age of majority (at least 18 years of age).

ATTENDING (EDUCATIONAL/JOB TRAINING) -Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.

AUTHORIZED REPRESENTATIVE - An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.

BEFORE-AND AFTER-SCHOOL CARE - Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER - An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS - A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.

CHILD CARE AND DEVELOPMENT FUND (CCDF) - A federally-funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at-risk of going on TANF and are in need of child care in order to work OR are low-income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE - A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES:

CENTER-BASED - A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.

For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

FAMILY CHILD CARE HOME - An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.

GROUP HOME CHILD CARE - An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.

CHILD CARE PROVIDERS:

CENTER-BASED CHILD CARE PROVIDER - A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.

FAMILY CHILD CARE PROVIDER - One individual who provides child care services for fewer than 24-hours per day per child, as the sole CARE GIVER, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this

setting.

GROUP HOME CHILD CARE PROVIDER - Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No parent or guardian may provide care for their own child in this setting.

IN-HOME CHILD CARE PROVIDER - An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian may provide care for their own child in this setting.

CHILD CARE SERVICES - Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE WEEK - The period of time that child care is provided per week. The child care week may cover up to seven days. This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CREDENTIALED DIRECTOR - A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DEGREES OF KINDRED ACCORDING TO THE LAW:

FIRST	Parents and Children
SECOND	Siblings (brothers and sisters), Grandparents, and Grandchildren
THIRD	Uncles, Aunts, Nieces, Nephews, Great-Grandparents, and Great-Grandchildren

DISABLED PARENT - See **SPECIAL NEEDS/DISABLED PARENT**.

EARLY CHILDHOOD DEVELOPMENT PROGRAM - A preschool program (ages birth to kindergarten) that provides child care services to low-income working parents and parents enrolled in an educational or training program.

EDUCATIONAL PROGRAM/JOB TRAINING -A program offering educational/job training content. Programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD - A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE - Before-and after-school care for Early Head Start and Head Start children (ages birth up to age 5) and school-age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY - A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

FAMILY OF ONE - A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

FULL-DAY CHILD CARE - Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME - The parent's income before any deductions.

HALF-DAY - Child care provided for fewer than six hours per day.

INCOME- funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

INCOME MAINTENANCE (IM) - Income from TANF or Supplemental Security Income and other public assistance.

INFANTS - Children from birth through 12 months.

IN LOCO PARENTIS - in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

LICENSING OR REGULATORY REQUIREMENTS - Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The "Mississippi Child Care Licensing Law," Section 43-20-1, et seq., of the Mississippi Code of l972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME - Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

MINIMUM FEE - An assessment of $10 per month for full-day child care services and $5.00 per month for half-day before-and after-school/extended day, etc. child care services.

MDHS TANF CASEWORKER - An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level

supportive services, and referrals for child care services for active TANF participants at the local/county level.

NON-TRADITIONAL CARE - Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

PARENT - A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

PRESCHOOL AGED CHILD - Children from three years of age through kindergarten.

PROTECTIVE SERVICES- Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children's Services. These children are living in the home of a parent or relative/kinship caretaker.

PROVIDER - The entity providing child care services as defined in this document.

REIMBURSEMENT TIERS - The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.

RESIDING/LIVING WITH - Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.

SEASONAL WORKERS - Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT - A parent who meet s the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of $10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by DECCD.

SPECIAL NEEDS CHILD RATE - Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI) - The average income of all Mississippi workers.

SUMMER CARE - Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI) - A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families) – Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time-limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE - A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS - Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC) - Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME - Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI) - Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court-ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING - Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

CHAPTER 2

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 ELIGIBILITY FOR THE CHILD CARE PAYMENT PROGRAM

The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.

101.02 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, children must be served on a first-come, first-served basis in order of eligibility priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:

1st Child Care for Temporary Assistance for Needy Families (TANF)

2nd Child Care for Transitional Child Care (TCC)

3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:

A. Children in Protective Services or Foster Care;

B. Children with Special Needs (up to 85% of the SMI);

C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);

D. Children of Teen Parent(s) currently enrolled in high school full-time;

E. Children served by the Healthy Homes Mississippi home visitation program;

F. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.

4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

SECTION 102: CRITERIA FOR CHILD CARE SERVICES

102.01 ELIGIBLE PROVIDERS

(1) Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. See Glossary of Terms for definitions of each.

(2) i. **Child Care Centers and Group Homes**

In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with DECCD annually upon renewal. The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

ii. If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:

A. The Health Department has not officially closed the center;
B. The center's director submits a written request, on center letterhead, for child care payments to continue; and
C. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and
D. A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.
E. No payments will be issued for care provided while a provider is seeking to become an approved provider.

The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.

(3) i. **Family Day Care Homes and In-Home Providers**

In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. and another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.

ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.

iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.

102.02 PROVIDER REIMBURSEMENT LEVELS

(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.

A. Child Care Reimbursement Tier 1:

To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:

Operate a full-day, full-year educational program;

OR

Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a center that provides full time care only when colleges/universities/public schools are in session:

AND:

Document center accreditation from the National Association for the Education of Young Children (NAEYC);

OR*

Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development;

OR*

Document that the center has a director on site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*

B. To qualify for Reimbursement Tier 1, family home providers must:

Operate a full-day, full-year educational program;

OR

Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a home that offers full-time care in the summer months only;

AND:

Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development.*

C. Child Care Reimbursement Tier 2:

To qualify for Reimbursement Tier 2, the child care center or group child care home must:

Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.

D. To qualify for Reimbursement Tier 2, the family child care provider must:

Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.

E. Child Care Reimbursement Tier 3:

To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.

F. See Appendix N for rates.

*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.

Effective: October 1, 2009

102.03 APPLICATION PROCEDURES

(1) DECCD will accept applications throughout the year. Referrals for TANF, Family & Children's Service, or Healthy Homes Mississippi clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.

(2) Applications can be completed and submitted on DECCD's website.

(3) After completing the application, parents/guardians can return all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided.

(4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms.

102.04 WAITING LIST

(1) DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August.

(2) When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff.

(3) If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning of the waiting list; third, those on waiting list by order of application date; fourth, existing Priority 3B parents; fifth, those who were enrolled in an educational/training program in

the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

102.05 ELIGIBILITY DETERMINATION FOR SERVICES

(1) Eligibility Guidelines by Priority Group

A. TANF Parent(s) - TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.

B. TCC Parent(s) – Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.

C. Very Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school, enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.

D. Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income

must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.

E. Post-Secondary Students - Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.

F. Resident -In/Out of State Students - If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.

G. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.

H. Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.

I. Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.

J. Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers (caseworkers).

(2) Income to Be Considered in Calculating Total Family Income

A. Gross income of applicant and spouse should be considered if the spouse is living

in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self-employed, individual/family total income is considered.

B. Social Security benefits for parents and child(ren) must be counted as income.

C. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should <u>not</u> be counted as income.

D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status earned by another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.

E. i. All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.

ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.

iii. MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

a. The noncustodial parent has caused physical and/or emotional harm to the child.
b. Physical and/or emotional harm caused by the noncustodial parent

to the relative caring for the child limiting the custodial parent's ability to care for the child.

c. A child conceived as a result of incest or rape.

d. Pending legal adoption proceedings.

e. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.

iv. When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:

a. If the parent has checked "yes" in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,

b. Search by parent's Social Security Number,

c. Click "select" and pull up and print the parent's information, including payments,

d. Attach the printout to the application and use the amount when calculating income and co-payment for the parent,

e. At annual re-certification, repeat step "iii" above.

F. Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

G. No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.

(3) Documents Required for Eligibility Determination

A. Income Documents:

i. Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.

ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.

iii. Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.

iv. Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.

v. Copy of Estimated Quarterly Tax Report if self-employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the "Total Sales and Receipts" amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.

vi. The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.

B. Educational Documents:

i. Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.

C. Additional Required Documentation:

i Long Form Birth Certificate - A 90-day grace period shall be allowed to receive the birth certificate for a newborn. A 30-day grace period shall be allowed for all other children.

ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.

iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).

iv. If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.

(4) Requirements for a Disabled Parent

A. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

B. If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.

C. If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

D. If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents are not deceased.

(5) Parents enlisted in the United States Military and Deployed

responsible guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full-time employment.

(6) Pell Grants

Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.

102.06 RE-DETERMINATION

(1) Re-Determination of working parent's eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to

parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(2) Re-Determination of parent's eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(3) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

(1) TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.

(2) Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

(1) If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.

(2) If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.

(3) If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.

(4) Exceptions:

A. If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional $l0.00 fee for the child receiving holiday/summer child care.

B. If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.

C. Parents assessed a minimum co-payment fee are:

i. Foster Children

ii. Children in Protective/Preventive Service

iii. Special Needs Children - Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be $10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with Special Needs will continue until the child reaches 18 years of age.

103.03 NON-PAYMENT OF CO-PAYMENT FEES

Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. Non-payment of co-payment fees may result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.

103.04 CO-PAYMENT RECOUPMENT/REPAYMENT

(1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent is to be reimbursed by the provider for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.

If a parent's fee was assessed at a rate lower than the correct fee, the parent is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

103.05 PRORATING CO-PAYMENT FEES

The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.

SECTION 104: MISSISSIPPI ECHILDCARE

Mississippi eChildcare is a technology-based method of issuing payments to child care providers and tracking child attendance. Licensed child care facilities and their enrolled families will utilize Point of Service (POS) machines to track child attendance. Unlicensed providers and their enrolled families will utilize a telephone-based Interactive Voice Response (IVR) system to track child attendance. All providers will have access to the Mississippi eChildcare Portal to login and gain access to information related to authorized certificates assigned to their provider number. The following policies describe the Mississippi eChildcare requirements and processes for parents and child care providers.

104.01 DESCRIPTION OF POS AND IVR USE

(1.) The Mississippi eChildcare Program is a system used to track child attendance for children receiving subsidy funds from the Mississippi Child Care Payment Program. Payments are made to approved providers based on the information entered into the POS or IVR and other policies stated in this document. For licensed providers this system involves the use of a finger scan by a parent of household designee to document attendance at the child care facility on a daily basis. For unlicensed providers, this system involves the use of a land-line telephone system by a parent or household designee to document attendance at the child care facility on a daily basis. Parents or household designees can enter the current day's attendance, or enter previous check in/out times for up to seven days, the current day and six previous days. The system is designed to accommodate these actions, but timely and accurate payment occurs when attendance is entered daily.

(2.) Each family case can have up to five finger scans, the parent is the primary scan and they may select up to four household designees that have the authority and responsibility to comply with POS and IVR processes daily. Parents are responsible for all actions in the POS and IVR, even if those actions were taken by a household designee. No employee of the child care center or the individual child care provider can be a household designee for any child attending their program.

(3.) Clients and their designees are responsible for recording the actual times and dates their child attends by either scanning their finger image into the POS machine or by using the IVR system.

i. If the client or designee receives a denial message, the provider shall charge the client for that day of care. If it is later determined that the denial was in error, the provider shall reimburse the client for any payments made for care as a result of the denial message.

ii. Providers shall monitor the POS machines and/or the Provider Portal to ensure correct attendance times and dates have been entered by the client. If the client makes an error, the provider shall void the transaction and ask the parent to enter the correct time and date of attendance.

iii. When clients fail to enter attendance for a day that care was provided, record incorrect

times, or receive a denial message, the system will allow the client to enter a previous check in/out for the current day and the previous six days.

104.02 CLIENT RESPONSIBILITIES FOR RECORDING CHILD ATTENDANCE

The following policies describe the role and responsibility of clients with authorized certificates from the Mississippi Child Care Payment Program:

(1.) All clients and their selected Household Designees are required to view the Mississippi eChildCare training video for either the POS or the IVR, depending on the type of child care provider selected. Training videos are available on DECCD's website, MDHS county offices, and at Mississippi Child Care Resource and Referral sites across the State.

(2.) All clients are responsible for identifying up to four Household Designees that will be allowed to check the child(ren) in and out of care daily. Parents are ultimately responsible for ensuring attendance is recorded at the provider site. Parents will enter the legal names of their selected household designees by loging into the Child Care Payment Program website upon completion of their training.

(3.) All clients and household designees utilizing a licensed child care facility are responsible for having their finger scanned into the Mississippi eChildcare system.

(4.) All clients are responsible for using the POS/IVR daily to record check in and out times at the provider location within seven days-the current day plus the previous six days. DECCD will only pay for recorded check ins and outs. If a client fails to use the POS/IVR to check the child in or out they are responsible for full payment to the provider for that day.

(5.) All clients are responsible for checking the POS/IVR message after each check in or out to determine if it is approved, denied, or pending. If the check in/out is denied or pending, the client is responsible for reporting the problem to the child care provider immediately.

(6.) All clients are responsible for maintaining the security of their personal identification number (PIN). This number should not be shared with the child care provider.

(7.) DECCD will not pay if one or more of the following occurs:

i. The child is absent and has exceeded the maximum number of allowed absence days.

ii. When a POS machine is used to record child attendance, parents must record child absences in order for providers to be paid for the allowed paid

absence days. Parents are responsible for payment to providers for any absences not paid by DECCD for this reason.

104.03 PROVIDER RESPONSIBILITIES FOR MISSISSIPPI ECHILDCARE

The following policies describe the role and responsibilities of child care providers approved by the Mississippi Child Care Payment Program:

(1.) Providers shall never be in possession of the child's PIN number, or use the client's PIN number to record attendance.

(2.) Providers shall never move the POS machine to another location without receiving prior written approval from DECCD.

(3.) Providers shall require clients to enter attendance as care is used.

(4.) Providers shall never ask or require a client to enter attendance for a day the child does not attend.

(5.) Providers shall maintain all sign in/out sheets required for monitoring as described in Section 105.01 of this document.

(6.) Providers shall ensure that all attendance submitted is correct and void any incorrect transactions within the seven day limit-the current day and six previous days.

(7.) DECCD will not pay/adjust underpayment to providers if one or more of the following occurs:

i. The provider failed to report any errors on the child's certificate that would cause payment to calculate incorrectly within 10 days of issuance of the certificate copy to the provider. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. Licensed and Unlicensed Providers must submit this form to CCPayment@mdhs.ms.gov. Slot contractors must submit this form to Slot.Contractor@mdhs.ms.gov.

ii. The provider failed to report an error with a payment using the Provider Report of Underpayment Form within 10 days of issuance of payment to the provider.

SECTION 105: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

105.01 SIGN-IN/OUT SHEETS

Providers are required to maintain a record of accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child in order to document attendance. The sign-in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign-in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.

105.02 PAYMENTS

(1.) Payments for child care services are made to providers in accordance with the policies described in this document.

(2.) DECCD makes bi-monthly payments to providers for child care services provided through a direct deposit process.

(3.) The payment week begins every Sunday at 12:01 a.m. and ends every Saturday at midnight.

(4.) Licensed providers shall receive one POS machine for every 50 children enrolled in their program with an authorized child care certificate. These machines will be installed within ten days of the approved provider reporting enrollment of a child with an authorized certificate at their center. No provider will receive a POS machine while seeking approval by the Mississippi Child Care Payment Program.

(5.) Adjustments are made when an overpayment or underpayment occurs.

i. An underpayment is the result of error by DECCD, or other MDHS Divisions making referrals for care. Once the error has been identified, funds will be disbursed with the next regularly scheduled payment to the provider.

A. Providers must report errors in their payment to DECCD using a Report of Underpayment form within ten days of receipt of incorrect payment. No payment adjustments will be processed if received after this deadline has passed.

C. If the client's attempts to enter attendance were denied in error, or incorrect rates were applied due to an error in eligibility information, DECCD will make a manual adjustment upon receipt of the Report of Underpayment form.

ii. Overpayments are the result of error by DECCD, clients, or providers. Payment plans will be instituted so that funds are deducted from future payments made to the provider.

A. Payment plans will not exceed 12 months, unless approved by the Director of DECCD.

B. If a child care provider is debarred or suspended from participation in the Mississippi Child Care Payment Program before an overpayment is recouped in full, all future payments will be withheld in their entirety and applied to the outstanding balance.

(6.) Payments will not be issued for care provided prior to a provider's approval with DECCD, or prior to the issuance of a certificate to a child.

105.03 CONDITIONS OF PAYMENT

(1) Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.

(2) A. If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.

B. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.

C. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before-and-after school care.

D. School-aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full-day because the school was not open or for out-of-school suspension during the school year. Full time reimbursement will be issued for full time care provided by licensed centers when the primary school

setting is closed or for out-of-school suspension.

E. Providers will be reimbursed at a part time rate for any day in which a school age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.

F. Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.

G. If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate.

i. If it becomes necessary for the Tier 1-eligible director to be absent for leave, DECCD must be notified within 10 days. DECCD will determine on a case-by-case basis if Tier 1 reimbursement will continue during leave.

H. Full-time certificate payments for school-age children may not be issued to students enrolled in grades one through twelve unless full-time care is needed during non-traditional hours and/or the primary school setting is closed.

I. Full-time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre-kindergarten programs where tuition is assessed. Certificates will expire on a child's 5th birthday. Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full-time certificate funds until they reach the age of 6(six), which is the compulsory age for school attendance in the state of Mississippi.

105.04 ABSENTEES AND NOTICE

(1) If a child is repeatedly absent Due to a chronic illness, DECCD shall be notified by a letter from the child's physician describing the likelihood of repeated absence. DECCD will make a notation in the system, and will pay licensed providers for absences that are reported due to chronic illness. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to chronic illness.

(2) In the case of court-ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. Any days a child is absent due to court-ordered visitation will not count towards a child's paid absence day allotment of 15 days per program year. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation.

(3) The Child Care Payment Program will provide a two-week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.

(4) A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECCD for any children who cannot attend the field trips or need child care during holidays, etc.

(5). Clients utilizing licensed facilities shall enter in attendances. The absence of a matched check in/out will result in non-payment to the provider for all days in which this occurs. Unlicensed providers are paid for attendance only. Clients utilizing unlicensed providers do not have to use the IVR to record absences.

SECTION 106: INTERRUPTION OF CHILD CARE SERVICES

106.01 ALLOWABLE LEAVE TIME FOR PARENTS

(1) Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted ro DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to notify DECCD within 10 days of the change in employment or submit acceptable eligibility documentation shall result in the termination of services.

(2) Temporary Job Closings - Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.

(3) Natural Disaster - Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.

(4) A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.

(5) Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.

(6) Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.

(7) Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.

(8) A child is allowed 15 paid absence days per federal fiscal year (beginning October 1 -

September 30). Absences related to court-ordered visitations, chronic illness, and medical treatment for children with special needs are not counted as vacation days as long as documentation of these circumstances is on file with DECCD.

(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.

(10.) **Approved paid holidays for licensed providers:**

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday
Spring (date varies annually)	Good Friday
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
November	Thanksgiving Day & the Friday after
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

106.02 REASONS FOR TERMINATION

(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.

(3) Non-payment of co-payment fees shall result in suspension from the Child Care Payment Program for a one-year period.

(4) A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.

(5) Child care services will be terminated when a child grows older than the age requirements.

(6) If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 108.01(1) of this document.

106.03 CHANGE IN PROVIDER

(1) Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.

Section 107 DISPUTES

107.01 PARENTAL AND PROVIDER DISPUTES

(1) Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:

A. A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person.

B. If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.

C. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.

D. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.

SECTION 108: FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.

108.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below $500 or a felony if the amount received or requested is above $500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.

108.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

(1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and /or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.

(2) in the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.

108.03 RECOUPMENT OF FUNDS

(1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:

A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report shall be sent to the alleged offender by certified mail; a copy shall be retained by

DPI and the Director of DECCD;

B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.

C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.

D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.

108.04 FINAL DISPOSITION FOR ACTION

A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.

SECTION 109: MONITORING

109.01 MONITORING PROCEDURE

(1) DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.

(2) Monitoring visits will include a review of the following records:

A. Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.

B. The attendance recorded on the provider's sign in and out sheets will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.

C. The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.

D. Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.

E. A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.

F. Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.

G. The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.

H. The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a

recoupment of funds issued for certificates in excess of licensed or allowed capacity.

I. Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.

J. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.

3) A. If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.

B. A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.

109.02 SUSPENSION, DEBARMENT, AND PENALTIES

(1) If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.

(2) If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.

(3.) Penalties shall be assessed of the provider if any of the following occur:

i. The provider is in possession of a client's PIN number.
ii. The provider uses a client's PIN number in the IVR process.

iii. The provider requests a parent submit attendance for days the child was not in care.

iv. The provider submits attendance through the use of a POS or IVR system.

(4.) When DPI determines that any of the previous scenarios have occurred, the following penalties shall be assessed in addition to the recoupment of the full amount issued to the provider as a result of the fraudulent activity:

i. The first violation shall result in a penalty of 10% of the total overpayment.

ii. The second violation shall result in a penalty of 20% of the total overpayment.

iii. The third violation shall result in a penalty of 30% of the total overpayment and debarment from participation in the Mississippi Child Care Payment Program.

(5.) Penalties will be collected in accordance with the processes described in Section 105.02(2) of this document.

Source: Miss Code Ann. § 43-1-2 (Rev. 2009)

GLOSSARY OF TERMS

This section contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT - A person who has reached the age of majority (at least 18 years of age).

ATTENDING (EDUCATIONAL/JOB TRAINING) -Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.

AUTHORIZED REPRESENTATIVE - An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.

BEFORE-AND AFTER-SCHOOL CARE - Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER - An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS - A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.

CHILD CARE AND DEVELOPMENT FUND (CCDF) - A federally-funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at-risk of going on TANF and are in need of child care in order to work OR are low-income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE - A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES:

> **CENTER-BASED -** A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree

computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.

For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

FAMILY CHILD CARE HOME - An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.

GROUP HOME CHILD CARE - An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.

CHILD CARE PROVIDERS:

CENTER-BASED CHILD CARE PROVIDER - A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.

FAMILY CHILD CARE PROVIDER - One individual who provides child care services for fewer than 24-hours per day per child, as the sole CARE GIVER, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.

GROUP HOME CHILD CARE PROVIDER - Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No

parent or guardian may provide care for their own child in this setting.

IN-HOME CHILD CARE PROVIDER - An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian may provide care for their own child in this setting.

CHILD CARE SERVICES - Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE WEEK - The period of time that child care is provided per week. The child care week may cover up to seven days. This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CREDENTIALED DIRECTOR - A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DEGREES OF KINDRED ACCORDING TO THE LAW:

FIRST	Parents and Children
SECOND	Siblings (brothers and sisters), Grandparents, and Grandchildren
THIRD	Uncles, Aunts, Nieces, Nephews, Great-Grandparents, and Great-Grandchildren

DISABLED PARENT - See **SPECIAL NEEDS/DISABLED PARENT**.

EARLY CHILDHOOD DEVELOPMENT PROGRAM - A preschool program (ages birth to kindergarten) that provides child care services to low-income working parents and parents enrolled in an educational or training program.

EDUCATIONAL PROGRAM/JOB TRAINING -A program offering educational/job training content. Programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD - A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE - Before-and after-school care for Early Head Start and Head Start children (ages birth up to age 5) and school-age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY - A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

FAMILY OF ONE - A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

FULL-DAY CHILD CARE - Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME - The parent's income before any deductions.

HALF-DAY - Child care provided for fewer than six hours per day.

HOUSEHOLD DESIGNEE- An individual designated by a client or parent to use a POS machine or IVR system to record a child's attendance in child care.

INCOME- funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

INCOME MAINTENANCE (IM) - Income from TANF or Supplemental Security Income and other public assistance.

INFANTS - Children from birth through 12 months.

IN LOCO PARENTIS - in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

INTERACTIVE VOICE RESPONSE (IVR) system- A system used by parents and household designees to record attendance in unlicensed child care settings which uses a land-line telephone.

LICENSING OR REGULATORY REQUIREMENTS - Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The "Mississippi Child Care Licensing Law," Section 43-20-1, et seq., of the Mississippi Code of l972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME - Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

MINIMUM FEE - An assessment of $10 per month for full-day child care services and $5.00 per month for half-day before-and after-school/extended day, etc. child care services.

MDHS TANF CASEWORKER - An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level supportive services, and referrals for child care services for active TANF participants at the

local/county level.

NON-TRADITIONAL CARE - Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

PARENT - A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

POINT OF SERVICE (POS) machine- A machine that accepts finger image scans of parents or household designees previously entered into the Mississippi cChildcare system used to record child attendance in licensed child care facilities.

PRESCHOOL AGED CHILD - Children from three years of age through kindergarten.

PROTECTIVE SERVICES- Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children's Services. These children are living in the home of a parent or relative/kinship caretaker.

PROVIDER - The entity providing child care services as defined in this document.

PROVIDER PORTAL- A web-based information system containing information for child care providers regarding the active authorizations and attendance records in their center.

REIMBURSEMENT TIERS - The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.

RESIDING/LIVING WITH - Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.

SEASONAL WORKERS - Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT - A parent who meet s the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of $10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by DECCD.

SPECIAL NEEDS CHILD RATE - Special Needs rates may be applied for children through the

age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI) - The average income of all Mississippi workers.

SUMMER CARE - Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI) - A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families) – Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time-limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE - A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS - Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC) - Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME - Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI) - Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court-ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING - Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

APPLICANT INFORMATION

Name:			SSN*:
Gender::	Race**:	Are you enrolled in an educational program full time? ☐ Yes, please select ☐ High School ☐ GED ☐ College ☐ Other: _____ ☐ No Are you a deployed member of the National Guard? ☐ Yes ☐ No	
Date of Birth:	Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Never Married		Ethnicity**: ☐ Hispanic ☐ Non Hispanic
Physical Address:			
City:	State:		ZIP Code:
Home Phone:	Cell Phone:		Work Phone:
Email Address:			
Is mailing address the same as the physical address? ☐Yes If no, complete section below.			
Mailing Address:			
City:	State:		ZIP Code:

CHILD INFORMATION

Child 1 First Name:	Middle Name		Last Name:
DOB:	SSN*:		Gender:
Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No	
Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*		Hours of Care Needed: (Enter all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? ☐ Yes ☐ No		Child's Mother lives in the home? ☐ Yes ☐ No	
Chosen Provider Name:	Provider Address:		Provider Phone:
Child 2 First Name:	Middle Name		Last Name:
DOB:	SSN*:		Gender:
Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No	
Days Care is Needed: (Check all that apply) ☐ Monday-Frida ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*		Hours of Care Needed: (Enter all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? ☐ Yes ☐ No		Child's Mother lives in the home? ☐ Yes ☐ No	
Chosen Provider Name:	Provider Address:		Provider Phone:
Child 3* ** First Name:	Middle Name		Last Name:
DOB:	SSN*:		Gender:
Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No	
Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*		Hours of Care Needed: (Enter all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? ☐ Yes ☐ No		Child's Mother lives in the home? ☐ Yes ☐ No	
Chosen Provider Name:	Provider Address:		Provider Phone:

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

*The absence of this information cannot be a basis to deny eligibility.
**MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.
***Use additional application forms as needed to provide all information.

HOUSEHOLD MEMBERS		
Please provide information about all other persons living in the home NOT previously listed on this application.		
Name:	Gender:	Relationship to Parent/Guardian:
Name:	Gender:	Relationship to Parent/Guardian:
Name:	Gender:	Relationship to Parent/Guardian:

INCOME INFORMATION			
Self:			
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Parent Social Security Income Monthly Amount:			
Spouse:			
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Spouse Social Security Income Monthly Amount:			

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)
   1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
   2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
   3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
   4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:
   1. You must submit verification from school Principal indicating full-time enrollment.
   2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.

   NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:
   1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
   2. If you are also working, check stubs must be submitted. See Section A for instructions.

   *NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:
   1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
      - If your child is already on the program, you do not need to submit this again.
      - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
   2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
   3. Child Support. See instructions on the Verification of Child Support Services form.
   4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

Appendix B

PARENT'S STATEMENT OF AGREEMENT

I agree to report to DECCD changes in any of the following within ten (10) days:

- Income
- Address or phone number
- Child support
- Work hours or school enrollment
- Family size
- Daycare provider

I understand that:

1. any change in my employment status (layoff, new job, change in income, maternity leave, change in number of work hours) or change in family size (new baby, marriage, divorce) could affect my co-pay fee or my eligibility.
2. I must pay a monthly co-payment fee to the child care provider and that failure to do so could result in termination from the child care program.
3. if the provider charges more than the program reimbursement rate, I will be responsible for paying that difference in addition to my co-payment, and that failure to pay this amount may result in provider discontinuing service.
4. if I change providers, I am required to report this change two weeks in advance to DECCD, and that failure to do so will delay payment to a new provider.
5. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified.
6. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double-pay for my child.
7. if my child is absent for three (3) consecutive days, I am to contact the provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed.
8. if my child is absent for more than two weeks, I am responsible for payment to the provider. If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider
9. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care. (NOTE: If this occurs, the provider may charge me for time not covered by my certificate).
10. In addition to signing my child in/out daily as described above, I or my authorized representative must use either a POS or the IVR system (whichever applies to my provider type) to check my child in and out of care on a daily basis and that payment will not be made if I fail to do so.
11. that payments for care cannot be made to another person living in the same household as my child.
12. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.
13. failure to comply with Child Support will result in termination of my certificate(s).
14. that my eligibility must be re-established periodically, in accordance with CCPP policies
15. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below $500, or a felony if the amount received is above $500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

_____

Parent Signature Date

Appendix C

REQUIRED DOCUMENTATION FOR
ELIGIBILITY
CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)
   1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
   2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
   3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
   4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:
   1. You must submit verification from school Principal indicating full-time enrollment.
   2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
      *NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:
   1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
   2. If you are also working, check stubs must be submitted. See Section A for instructions.

D. All Applicants:
   1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
      - If your child is already on the program, you do not need to submit this again.
      - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
   2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
   3. Child Support. See instructions on the Verification of Child Support Services form.
   4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

Appendix D
Rev. 11/11

GUARDIANSHIP/IN LOCO PARENTIS
VERIFICATION

NAME OF GUARDIAN: _____

ADDRESS: _____

PHONE: HOME _____ WORK_____

I am currently providing care for the child or children listed below who need child care subsidy. The child or children live with me, but the child(ren)'s parents do not. I am responsible for their care in all aspects of daily living.

NAME OF CHILD(REN):

_____ _____

_____ _____

_____ _____

Please give a brief explanation as to why you are responsible for the care of this child (including information about the parent's whereabouts) or you may attach a copy of any legal guardianship papers you have.

_____

_____

_____

Do you receive other benefits for this child? (check all that apply)

SNAP	Medicaid	TANF	CHIPS Insurance
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

_____ _____
Signature of Guardian Date

Appendix E
Rev. 01/13

VERIFICATION OF CHILD SUPPORT SERVICES
FOR THE
CHILD CARE PAYMENT PROGRAM

NAME OF CUSTODIAL PARENT:

_____

SOCIAL SECURITY NO. OF CUSTODIAL PARENT:

_____

I am applying for child care subsidy. I understand that per Mississippi law, I am required to cooperate with MDHS Division of Child Support Enforcement in order to be eligible for assistance.

PLEASE ONLY LIST CHILDREN WHO NEED CHILD CARE SUBSIDY ASSISTANCE		
Child's Name	Child Support case is open with MDHS Division of Child Support Enforcement (check if this is true)	I do not currently have an open Child Support Case (check if this is true)
1.	☐	☐
2.	☐	☐
3.	☐	☐
4.	☐	☐
5.	☐	☐

A. If either or both biological parents are NOT living in the same household with the child, parents/guardians are required to have an open child support case in order to receive child care subsidy.
B. If no child support case is open, parents MUST contact their local MDHS Division of Child Support Enforcement Office to make an appointment to open a case. NOTE: This requirement INCLUDES cases in which parents have an existing court-ordered child support agreement. Mississippi law states that ALL child support cases must be handled through MDHS Division of Child Support Enforcement.
C. In some cases, MDHS Division of Child Support can provide documentation that parents are excused from cooperating with Child Support. (This is typically due to a CS case being closed because the absent parent could not be located.) The statement from a CS officer should name the child or children and should be signed, dated, and include the official stamp of the county office.
D. In some cases in which pursuing Child Support would place either the custodial parent or the child in physical, emotional, or mental danger DECCD may waive this requirement. If this applies to you, please contact DECCD for instructions.

REVISED 06/2013 **CERTIFICATE #**

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD CARE CERTIFICATE

EFFECTIVE FROM: **EFFECTIVE TO:**

Child's Name: **Child's DOB:**

Parent's Name: **Parent's DOB:**

Parent's Address:

Cert Type: **CO-PAY Full-Time:**

DAILY RATE Full-Time: **Part-Time:**

Part-Time:

Case Priority Population:

☐ Special Needs ☐ Chronic Illness ☐ Court Order

Care Days: **MON** **TUE** **WED** **THU** **FRI** **SAT** **SUN**

Provider Number: _____ **Provider Name:** _____

Center Name: _____ **Center License Number:**

Provider Address:

Provider City: _____ **Provider State:** _____ **Provider Zip:** _____

Provider Type: ☐ Licensed Center ☐ Group Home Care ☐ Non-Relative In-Home
☐ Relative In-Home ☐ Non-Relative Out of Home ☐ Relative Out of Home

_____ _____
PARENT SIGNATURE **DATE** **PROVIDER SIGNATURE** **DATE**

PARENT(S) RIGHTS

As a recipient of child care subsidy funds, you have rights you should know about. These are:

The information you share with DECCD is confidential. This means that what you tell DECCD staff cannot be shared with anyone other than the child care provider of your choice without your permission except State or Federal program review or fiscal agents.
You have the right to see your case file, unless this is prohibited by federal or State law or regulation.
You have the right not to be discriminated against because of your political affiliation, religion, race, color, sex, handicap, national origin, or age. If you think you have been discriminated against, you should discuss this with DECCD.
You may enroll your child with the child care provider of your choice, providing they qualify as an approved provider.
Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

PARENT(S) RESPONSIBILITIES

PLEASE READ THIS SECTION CAREFULLY. PLEASE ASK DECCD TO CLARIFY ANY OF THESE STATEMENTS THAT YOU DO NOT UNDERSTAND.

☐ I certify that this form has been examined by me and that the information given is true and correct to the best of my knowledge and belief.
☐ I agree to provide accurate and truthful information to DECCD when requested for the purposes of determining eligibility for assistance.
☐ I agree to provide DECCD information to verify any statements given in this application and hereby give DECCD, or its agents, permission to obtain such verification. I will cooperate fully with State and federal personnel in any review.
☐ I will notify DECCD within ten (10) calendar days of any change in the following circumstances: marital status, household size, household income, address, employment, education/training status for any household member.
☐ I agree to notify DECCD when child care services are no longer needed.
☐ I will notify the provider if my child(ren) will not attend child care for three (3) or more consecutive days.
☐ If I am the parent or legal guardian of the children as specified, I declare that they are deprived of parental support of care by reason of death, incapacity or continued absence from home of a parent.
☐ I understand that Mississippi law requires MDHS to take necessary action to establish paternity and/or collect child support from the responsible parent(s) whose child(ren) are receiving public assistance. DECCD provided consumer information to parents in need of assistance in obtaining child support. I agree to cooperate and to provide assistance in the collection of child support and/or the establishment of paternity for children whom I am requesting assistance. I understand that if I don't cooperate as required, I may lose my eligibility for child care services according to the requirements of the program.
☐ I understand that the provider of the child care services is NOT and agent of DECCD, and that the foregoing entities in no way warrant the services rendered, and I understand that the child care provider acts solely as an independent contractor in its capacity as a child care provider.
☐ Under Mississippi law, any person who knowingly commits fraud or aids or abets another person to commit fraud, in connection with State or federally funded assistance programs may be punished for either a misdemeanor or a felony. Fraudulent acts are set forth in the applicable statutes, but they include failure to disclose a material fact in making a determination for a person to receive aid or benefits or services under any State or federally funded assistance program; failure to disclose a change of circumstances; and knowingly filing a false claim for aid, benefits, or services.

☐YES ☐ NO I UNDERSTAND ALL OF THE STATEMENTS LISTED ABOVE.
☐YES ☐ NO I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN THE TERMINATION OF CHILD CARE SERVICES AND/OR CRIMINAL PROSECUTION.

_____ _____ _____
CLIENT'S NAME (PLEASE PRINT) DATE DECCD STAFF NAME

_____ _____ _____
CLIENT'S SIGNATURE DECCD STAFF SIGNATURE DATE

Appendix G (front)

CHILD CARE PROVIDER STATEMENT OF AGREEMENT
CHILD CARE PAYMENT PROGRAM

As Director or Owner of this child care center, or as an in-home provider, I understand and agree to the following guidelines as they relate to the Child Care Payment Program (CCPP).

1. As a child care provider, I shall provide developmentally and culturally appropriate early childhood educational activities, including reading and writing.
2. ALL rates, fees, and discounts charged to CCPP participants must be offered and equal to those charged to non-participants. This means universal application of advertised tuition rates.
3.
4. Parents or authorized parent representatives must use the POS or IVR system to check the child in and out daily AND sign the child in and out every day. I understand that center employees are not considered authorized parent representatives, unless the parent is employed by the provider. I understand that in order to be eligible for payment, sign in/out sheets and attendance from the POS or IVR system must reflect the same information.
5. I understand that in cases where documentation of co-payments and attendance cannot be provided, DECCD shall recoup payments related to these cases.
6. I shall maintain documentation regarding absences and changes in child attendance.
7.
8. I agree to collect co-payment fees each month, maintain documentation of collection, and report non-payment to DECCD. I will deduct the paid co-payment amount from total fees owed before billing parents for services.
9. It is my responsibility to report any changes in ownership, tax identification number, address, phone number, center director, tier status, address, household membership (in home providers only), and licensing to DECCD within 10 days of occurrence.
10. I understand that if I am a Tier 1 provider, the director qualifying for Tier 1 must be on site for a minimum of six hours of the program day in order to receive Tier 1 reimbursement.
11. I agree not to exceed my licensed capacity, or the number of children I am allowed to provide care for.
12. I agree to remain in compliance at all times with any and all regulatory and licensing regulations.
13. I understand that I cannot offer any bribe or payments to any CCPP participants or child care staff to encourage enrollment at my center/home care environment.
14. I agree to report any suspicion of unemployment or school dropout of a CCPP parent to DECCD.
15. I agree to allow unlimited access to the program, including unannounced visits by parents and MDHS representatives, and to furnish reports and/or provide access to information concerning CCPP as requested by DECCD or MDHS representative.
16. As a CCPP approved provider, I understand that my program will be monitored by DECCD, or any representative of the Mississippi Department of Human Services at any time. If it is discovered that I am not in compliance with all applicable regulations, or that I have collected payments for which I was not entitled, recoupments will be made.
17. I understand that if I provide false information, a penalty will be imposed. At first offense, recoupments will be made and a provider may be suspended from participating in the CCPP. At second offense, recoupment will be made and permanent debarment from participating in CCPP will occur. 18. I agree to comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act when center-based and group-home care are provided.

19. I agree that any publicity given to the provider or services provided herein including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the provider shall not identify MDHS as a sponsoring agency nor display any MDHS name or logo in any manner without prior written approval by MDHS. 20. I agree that nothing contained in this Agreement shall be construed to constitute the provider or any of its employees, agents, or subcontractors as a partner, employee, or agency of MDHS, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent entity. I agree to advise any client served under the terms of this Agreement of the independent status of the provider and MDHS. MDHS does not in any way warrant services rendered by the provider. 21. I agree that MDHS and their employees are to be held harmless for any claim growing out of any action performed by the provider and its agents, employees, or any of its subcontractors under any provisions of this Agreement.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below $500, or a felony if the amount received is above $500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

MDHS AGREES:

1. To pay the provider for services rendered in accordance with the terms agreed upon.
2. To provide written notification to the provider of the termination of the family/child.

ALL PARTIES AGREE:

1. That this Agreement may be terminated at any time by MDHS for cause, in whole or in part, for failure of the provider to perform any of the provisions hereof. Should MDHS exercise its right to terminate this Agreement under this Provision, the provider shall be notified in writing with reason and termination date specified.
2. Payment for services under this Agreement are subject to the availability of federal and/or state funding.

_____ _____

Provider Signature Date

Appendix H

BASIC HEALTH, SAFETY, AND NUTRITION ASSURANCES
FOR UNLICENSED CHILD CARE PROVIDERS IN THE
CHILD CARE PAYMENT PROGRAM

Health and Safety

1. Providers and their staff must be in good health, mentally and physically capable of caring for children. Providers must be certified in Infant & Child Cardio Pulmonary Resuscitation (CPR) and basic First Aid. Other persons in the home must be free of any infectious disease.
2. A current Mississippi Department of Health Form 121 Certificate of Immunization must be kept onsite for all providers and children at all times.
3. Sick children and children with contagious conditions must be isolated and returned home as soon as possible. Provider(s) must report infectious disease to the local Health Department. Children should be checked each morning upon arrival for contagious or infectious disease and not admitted if ill.
4. All medications, cleaning agents, poisons, and pesticides must be kept out of the reach of children.
5. Diapers shall be changed upon soiling. No child(ren) should remain in wet or dirty diapers. All providers must wash hands before and after diapering children.
6. Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week. Garbage should be kept in a closed container and out of reach of children.
7. The home must have running hot and cold water, clean toilets, a fire extinguisher, and a first aid kit. A box of baking soda must be kept in the kitchen to help extinguish small grease fires. The home must be kept clean and free of dangerous conditions and all heat sources shielded, and all electrical outlets protected by safety coverings. The home must have a working telephone.
8. There must be clean individual beds, cots, mattresses, or pads provided for each child to use for naps. Linens should be washed and kept clean.
9. No smoking, tobacco use, illegal drug use; including but not limited to cocaine, crack, LSD, marijuana, and/or alcohol, is allowed when children are present. All weapons; including but not limited to guns, arrows, hunting knives etc., on the property should be contained in locked storage and secured from children.
10. Babies must be held while feeding. At no time should infants be propped with a bottle.
11. Children need to be treated with respect, love, and kindness. Smile and talk to children often in normal tones. Encourage and reward good behavior. Harsh tones of voice and humiliation are not to be used with children.
12. No form of corporal or harsh punishment including yelling, slapping or spanking, or total isolation shall be used as discipline measures.
13. Children must be placed in age appropriate vehicle safety restraints when riding in ANY vehicle. The driver shall have a valid driver's license.
14. All children must be supervised by an adult of 18 years or more at all times.
15. Any food/formula that is brought in by the parent to the provider must be stored in the refrigerator and nutritious meals and snacks should be prepared and served daily, using a variety of foods selected from nutritional guidelines that meet the daily needs of all ages served. Also, providers should avoid using foods that cause allergies, as noted by the parent.
16. I certify that I have not been convicted of a felony, nor has my name been placed on the Child Abuse and Neglect Central Registry. I understand that a Form 107 must be complete and updated in order to be an approved provider.
17. I certify that I will never exceed the number of children allowed for care at any time.
18. Parents and must have unlimited access to their child while under my care.
19. All representatives of MDHS must be afforded unlimited access to all records and reports required by representatives of MDHS.
20. I agree to fully cooperate with on-site monitoring visits.
21. I understand that failure to comply with these conditions can result in my debarment from the Child Care Payment Program.

_____ _____Signature of Provider Date

STATE OF MISSISSIPPI
HALEY REEVES BARBOUR, GOVERNOR
DEPARTMENT OF HUMAN SERVICES
Don THOMPSON
Executive DIRECTOR

Appendix I

August 24, 2010

MEMORANDUM NO. 7643

DIVISION OF ECONOMIC ASSISTANCE
TANF

TO County Directors
FROM: Cheryl Sparkman, Director
Division of Economic Assistance

RE: Boys & Girls Clubs - After School and Summer Child Care Services

This memorandum is issued to remind case management staff that after school and summer child care services are still provided by the Boys and Girls Clubs and to update the procedures issued in 2005.

The Boys and Girls Clubs receive funding through the Mississippi Department of Human Services to provide after school and summer child care services for eligible children. TANF parents and caretaker relatives who are interested in these services will be given a verbal referral to the local Boys and Girls Club to arrange child care services for their eligible children. Case managers will inform parents/caretakers that Boys and Girls Clubs charge a registration fee for each child and they will be responsible for paying these fees.

The regular TWP/TCC child care referral process will not apply if the parent/caretaker informs the case manager of his/her choice prior to generating and faxing a CR01, Child Care Referral, to the OCY Designated Agent. In this situation, the case manager will provide a verbal referral and document the case record accordingly via the PACK screen in JAWS. Anytime, after a child care referral (CR01) has been processed, a parent/caretaker chooses a Boys & Girls Club as the child care provider, the OCY Designated Agent will notify the case manager and document the Weekly Recap form accordingly. OCY Designated Agents will not issue a TANF/CCDF child care certificate to a Boys and Girls Club.

County Directors should ensure the Boys and Girls Clubs are included in their county's Resource Directory for after school and summer child care referral purposes.

If you have any questions or need additional information, please contact your Regional

Director. CS :JD:VB:SG:sg

pc: Regional Directors
Jill Dent, Director, Office for Children and Youth

Approved by: CS

PO BOX 352. 750 NORTH STATE STREET JACKSON, MISSISSIPPI 39205 - TELEPHONE (601) 359-4800 www,mdhs.ms.gov

MISSISSIPPI
Form MDHS-DFCS-43-11A
Revised 01/10/2012

REFERRAL FOR CHILD CARE SERVICES FOSTER/PROTECTIVE/PREVENTIVE CARE

Appendix J

****ALL FIELDS ARE REQUIRED FOR PROCESSING****

Child's Name:	**Child's DOB:**	**MDHS Case No:**
Child's Social Security #:	**Child's Medicaid #:**	**MDHS Case Type*:**
Social Worker Name & Signature:	**Date of Referral:**	**Does this child have special needs?**
Child Ethnicity:	☐ American Indian or Alaskan Native ☐ Black or African American ☐ White or Caucasian	☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino (If yes, also check one of the above)

Section B: Parent/Placement Guardian Information

Parent/Placement Guardian Name:	**Address & Phone # & County:**	**Parent/Guardian DOB & SSN:**
Parent/Placement Guardian Email:	**Parent/Placement Guardian Ethnicity:** ☐ American Indian or Alaskan Native ☐ Black or African American ☐ White or Caucasian	☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino (If yes, also check one of the above)

Section C: Type of Care Requested

Please indicate the days of the week and the hours for which care is needed. **Example:** ☒ **Monday From 7:00 AM To 5:30 PM**

☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday	☐ Saturday	☐ Sunday
From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM

Section D: Requested Care Provider

Name of Provider:	**Provider Address:**	**Phone #:**	**Date Care Begins:**

***ELIGIBLE CASE TYPES**

PROTECTIVE AND PREVENTIVE CASES: COURT ORDERED CASES IN WHICH A FORMALIZED PLAN FOR RESOLVING DYSFUNCTIONS IS PUT IN PLACE ALONG WITH THE PROVISION OF SUPPORT SERVICES FOR STABILIZATION OF THE FAMILY, OR FAMILY PRESERVATION SERVICES ARE BEING PROVIDED TO THE FAMILY.

OR

PLACEMENT CASES: COURT ORDERED IN CUSTODY OF MDHS AND PLACED IN A LICENSED RESOURCE HOME OR WITH AN APPROVED RELATIVE. THE RESOURCE FAMILY OR APPROVED RELATIVE NEEDS SUPPORT SERVICES.

PARENT/GUARDIAN STATEMENT OF AGREEMENT

I agree to report to DECCD changes in any of the following within ten (10) days:

- Income
- Address or phone number
- Child Care Provider

I understand that:

1. if the selected child care provider charges more than the program reimbursement rate, I will be responsible for paying that difference, and that failure to pay this amount may result in provider discontinuing service.
2. if I change providers, I am required to report this change two weeks in advance to DECCD, and that failure to do so will delay payment to a new provider.
3. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified.
4. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double-pay for my child.
5. if my child is absent for three (3) consecutive days, I am to contact the child care provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed.
6. if my child is absent for more than two weeks, I am responsible for payment to the provider. If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider
7. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care. (NOTE: If this occurs, the provider may charge me for time not covered by my certificate).
8. that payments for care cannot be made to another person living in the same household as my child, or the biological parent of the child.
9. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.
10. failure to comply with Child Support will result in termination of my certificate(s
11. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below $500, or a felony if the amount received is above $500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

_____

Parent/Guardian Signature Date

Appendix K
Rev 11/11

NOTIFICATION OF TERMINATION OF CHILD CARE SUBSIDY SERVICES
(FOSTER, PROTECTIVE, PREVENTIVE SERVICE)

NAME OF CHILD: _____

DATE OF
BIRTH:_____

NAME OF PARENT/GUARDIAN: _____

ADDRESS: _____

PHONE NUMBER: _____

COUNTY AND CODE: _____

CHILD'S SOCIAL SECURITY #: _____

CHILD'S MEDICAID #: _____

There is no longer a need for child care services for the above named child and the case has been closed. The client is therefore no longer eligible for services.

DATE OF CASE CLOSURE:
_____

MDHS SOCIAL WORKER: _____

DATE: _____

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

APPLICANT INFORMATION

Name:

Gender:	Race**:	Date of Birth:	SSN*:

Are you enrolled in an educational program full time?
☐ Yes, please select ☐ High School ☐ GED ☐ College ☐ Other: _____
☐ No
Are you a deployed member of the National Guard? ☐ Yes ☐ No

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Never Married

Physical Address:

City:	State:	ZIP Code:

Home Phone:	Cell Phone:	Work Phone:

Email Address:

Is mailing address the same as the physical address? ☐Yes If no, complete section below.

Mailing Address:

City:	State:	ZIP Code:

CHILD INFORMATION

Child 1 First Name:	Middle Name	Last Name:
DOB:	SSN*:	Gender:

Race: | Ethnicity**: ☐ Hispanic ☐ Non Hispanic | Does your child have special needs? ☐ Yes ☐ No
Is there a court order for visitation for this child? ☐ Yes ☐ No

Days Care is Needed: (Check all that apply)
☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.

Hours of Care Needed:: (Check all that apply)
Monday-Friday _____ am/pm to _____ am/pm
Saturday _____ am/pm to _____ am/pm
Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? ☐ Yes ☐ No | Child's Mother lives in the home? ☐ Yes ☐ No

Child 2 First Name:	Middle Name	Last Name:
DOB:	SSN*:	Gender:

Race: | Ethnicity**: ☐ Hispanic ☐ Non Hispanic | Does your child have special needs? ☐ Yes ☐ No
Is there a court order for visitation for this child? ☐ Yes ☐ No

Days Care is Needed: (Check all that apply)
☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.

Hours of Care Needed:: (Check all that apply)
Monday-Friday _____ am/pm to _____ am/pm
Saturday _____ am/pm to _____ am/pm
Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? ☐ Yes ☐ No | Child's Mother lives in the home? ☐ Yes ☐ No

Child 3 First Name:	Middle Name	Last Name:
DOB:	SSN*:	Gender:

Race: | Ethnicity**: ☐ Hispanic ☐ Non Hispanic | Does your child have special needs? ☐ Yes ☐ No
Is there a court order for visitation for this child? ☐ Yes ☐ No

Days Care is Needed: (Check all that apply)
☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.

Hours of Care Needed:: (Check all that apply)
Monday-Friday _____ am/pm to _____ am/pm
Saturday _____ am/pm to _____ am/pm
Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? ☐ Yes ☐ No | Child's Mother lives in the home? ☐ Yes ☐ No

*The absence of this information cannot be a basis to deny eligibility.
**MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.
*** Use additional forms as needed to provide information for all children.

HOUSEHOLD MEMBERS

Please provide information about all other persons living in the home NOT previously listed on this application.

Name:	Gender:	Relationship to Parent/Guardian:

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

Name:	Gender:	Relationship to Parent/Guardian:
Name:	Gender:	Relationship to Parent/Guardian:

INCOME INFORMATION

Self:			
Name of Employer 1:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Name of Employer 2:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Parent Social Security Income Monthly Amount:			
Spouse:			
Name of Employer 1:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Name of Employer 1:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Spouse Social Security Income Monthly Amount:			

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)
   1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
   2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
   3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
   4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:
   1. You must submit verification from school Principal indicating full-time enrollment.
   2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.

   NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:
   1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
   2. If you are also working, check stubs must be submitted. See Section A for instructions.

   *NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:
   1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
      - If your child is already on the program, you do not need to submit this again.
      - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
   2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
   3. Child Support. See instructions on the Verification of Child Support Services form.
   4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

☐ I certify that the above information is true and correct. _____

Signature & Date

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

Appendix M
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Monthly Child Care Co-Payment Fees for Parents

TANF, TCC Clients and children in foster care or protective services and children receiving SSI benefits should be assessed a co-pay of $10.00 per month.

Annual Gross Family Income Range		Family of 2	Family of 3		Family of 4		Family of 5		Family of 6	
From	**to Under**	**1**	**1**	**2**	**1**	**2**	**1**	**2**	**1**	**2**
0	9,999	10	10	20	10	20	10	20	10	20
10,000	10,999	18	13	23	10	20	10	20	10	20
11,000	11,999	27	22	32	17	27	12	22	10	20
12,000	12,999	35	30	40	25	35	20	30	15	25
13,000	13,999	43	38	48	33	43	28	38	23	33
14,000	14,999	52	47	57	42	52	37	47	32	42
15,000	15,999	60	55	65	50	60	45	55	40	50
16,000	16,999	**68**	63	73	58	68	53	63	48	58
17,000	17,999	77	72	82	67	77	62	72	57	67
18,000	18,999	85	80	90	75	85	70	80	65	75
19,000	19,999	93	88	98	83	93	78	88	73	83
20,000	20,999	102	**97**	**107**	92	102	87	97	82	92
21,000	21,999	110	105	115	100	110	95	105	90	100
22,000	22,999	118	113	123	108	118	103	113	98	108
23,000	23,999	127	122	132	**117**	**127**	112	122	107	117
24,000	24,999	135	130	140	125	135	120	130	115	125
25,000	25,999	143	138	148	133	143	128	138	123	133
26,000	26,999	151	147	157	142	152	137	147	132	142
27,000	27,999	159	155	165	150	160	**145**	**155**	140	150
28,000	28,999		163	173	158	168	153	163	148	158
29,000	29,999		172	182	167	177	162	172	157	167
30,000	30,999		180	190	175	185	170	180	165	175
31,000	31,999		188	198	183	193	178	188	**173**	**183**
32,000	32,999		196	206	192	202	187	197	182	192
33,000	33,999		204	214	200	210	195	205	190	200
34,000	34,999		212	222	208	218	203	213	198	208
35,000	35,999				217	227	212	222	207	217
36,000	36,999				225	235	220	230	215	225
37,000	37,999				233	243	228	238	223	233
38,000	38,999				241	251	237	247	232	242
39,000	39,999				249	259	245	255	240	250
40,000	40,999				257	267	253	263	248	258
41,000	41,999						262	272	257	267
42,000	42,999						270	280	265	275
43,000	43,999						278	288	273	283
44,000	44,999						266	296	282	292
45,000	45,999						294	304	290	300
46,000	46,999						302	312	298	308
47,000	47,999						310	320	307	317
48,000	48,999								315	325
49,000	49,999								323	333
50,000	50,999								331	341

Availability is limited to those families earning 85% or less than the SMI.

Boldface figures represent 50% SMI.

Family size of seven (7) or more should be treated the same as a family of six (6).

Effective: October 1, 2004

Appendix N
Rev 11/11

DECCD Provider Reimbursement Rates

Licensed Centers/Group Child Care Homes	Tier 1	Tier 2	Tier 3
Full-Time			
0-12 mo	86.52	78.28	
13-36 mo	82.40	75.19	
3-5 years	78.28	72.10	
Summer 5-13 years	76.00	71.07	
Special Needs (all ages)	91.00	85.49	
Part-Time			
0-12 mo	43.26	39.14	
13-36 mo	42.23	38.11	
3-5 years	40.17	36.05	
5-13 years	46.35	42.23	
Special Needs (all ages)	47.38	43.26	
Family Child Care Homes/In-Home Child Care	**Tier 1**	**Tier 2**	**Tier 3**
Full-Time			
0-12 mo	62.83	56.65	45.32
13-36 mo	59.74	54.59	43.26
3-5 years	56.65	51.50	41.20
Summer 5-13 years	55.62	50.47	40.17
Special Needs (all ages)	66.95	60.77	48.41
Part-Time			
0-12 mo	31.93	28.84	22.66
13-36 mo	30.90	27.81	22.66
3-5 years	28.84	25.75	20.60
5-13 years	28.84	25.75	20.60
Special Needs (all ages)	33.99	30.90	24.72

Appendix O
Rev. 11/11

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD ABUSE AND NEGLECT CENTRAL REGISTRY CHECK

Return to DECCD.

NOTE: Incomplete or unsigned forms will be returned unprocessed.

1. IN-HOME PROVIDER	PHYSICAL ADDRESS, IF DIFFERENT THAN MAILING ADDRESS
NAME _____	_____
MAILING ADDRESS _____	COUNTY OF RESIDENCE _____
CITY _____ ZIP	PHONE _____ (Home) _____ (Cell)

2. **PLEASE LIST ALL PERSONS LIVING IN THE HOME OVER 18, relative and non-relative**

NAME (LIST YOURSELF FIRST)	SEX	BIRTH DATE	RELATION TO YOU	SOCIAL SECURITY NUMBER	SIGNATURE & DATE
1.			SELF		
2.					
3.					
4.					
5.					

By signing this form, I give the Mississippi Department of Human Services, Division of Early Childhood Care & Development permission to request an MDHS Child Abuse And Neglect Central Registry back ground check. I understand that this information will only be used for determining provider eligibility and will not be re-disseminated to other persons or used for other purposes. I understand that if I fail to accurately report **ALL** persons over the age 18 living in the home, I may be suspended/barred from participation in the certificate program.

This section will be completed by MDHS

_____ No identifying information was found in the Central Registry
_____The following information was found in the Central Registry (attached)

_____ _____
Signature of MDHS Representative Date

PROVIDER REPORT OF UNDERPAYMENT FORM

DECCD Mississippi Child Care Payment Program

INSTRUCTIONS

1. All requests for adjustments to providers due to underpayment by DECCD must be submitted on this form.
2. All forms must be typewritten or printed in ink.
3. Copies of all supporting documentation must be included with this form.
4. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.
5. This request form must be submitted within ten days of receipt of incorrect payment in order to be considered for adjustment.
6. The reason for request must be clear and detailed.
7. This form must be signed by an authorized representative.
8. The child care provider is responsible for including copies of all sign in and out sheets needed to support their report.
9. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no adjustments will be made.
10. Use additional forms as needed.
11. Return this form to:

    DECCD
    P.O. Box 352
    Jackson, Mississippi 39202

SECTION I: PROVIDER INFORMATION

Provider/Center Name		
Provider/Center ID Number:	Provider Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:

SECTION II: REASON FOR REQUEST

SECTION III: ADJUSTMENT REQUEST

Child Name:	Month of Care:	Days missing from payment

Signature of Authorized Representative	Date

PROVIDER REQUEST FOR CHILD INFORMATION CORRECTION FORM

DECCD Mississippi Child Care Payment Program

INSTRUCTIONS

1. All requests for corrections of child information must be submitted on this form.
2. All forms must be typewritten or printed in ink.
3. Copies of all supporting documentation must be included with this form.
4. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.
5. This form must be signed by an authorized representative.
6. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no corrections will be made.
7. Use additional forms as needed.
8. Return this form to:

   DECCD
   P.O. Box 352
   Jackson, Mississippi 39202

SECTION I: PROVIDER INFORMATION

Provider/Center Name		
Provider/Center ID Number:	Provider Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:

SECTION II: CHILDREN MISSING FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:	Parent Name:	Date Care Began:

SECTION III: CHILDREN TO BE REMOVED FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:	Parent Name:	Date Care Began:

SECTION IV: CHILDREN WITH INCORRECT REIMBURSEMENT RATES

Child Name:	Current Rate:	Corrected Rate:

SECTION V: CHILDREN WITH INCORRECT CARE STATUS (FT VS FT/PT)

Child Name:	Current Rate	Corrected Rate:

SECTION VI: OTHER CORRECTIONS NEEDED

Child Name:	Correction Request:

Signature of Authorized Representative	Date

Title 18: Human Services

Part 17: Division of Early Childhood Care and Development

Part 17 Chapter 1: Child Care Payment Program Policy Manual

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT
750 NORTH STATE STREET, SUITE 507
JACKSON, MISSISSIPPI 39202

MISSISSIPPI CHILD CARE PAYMENT PROGRAM POLICY MANUAL

Filed FFY 2013

Effective: ~~March 7, 2014~~April 7, 2014

Notice:

Because of the statewide rollout of the Mississippi eChildcare component of the Mississippi Child Care Payment Program, please refer the table below to determine which dates and chapters of this document apply to providers across the State.

Chapter Number	Applicable Dates	Applicable Providers
Chapter 1	~~March 7, 2014~~April 7, 2014	All providers using the E-Ledger system.
Chapter 2	~~March 7, 2014~~April 7, 2014	All providers using the MS eChildcare system. This includes providers voluntarily participating in the pilot program and all contracted slot providers. This chapter will apply to all providers once eChildcare is ready for statewide implementation.

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INTRODUCTION

Section 100 - This Policy Manual establishes policies and procedures for the Division of Early Childhood Care and Development in the administration of the Child Care Payment Program (CCPP).

Section 101 - The Division of Early Childhood Care and Development (DECCD) establishes policy in compliance with the Child Care and Development Block Grant Act, as amended, the Child Care and Development Fund (CCDF) regulations, and the CCDF State Plan.

Section 102 - Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. DECCD should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. DECCD must also make available training on the policy herein, for all licensed and unlicensed child care providers serving certificate children, no less than annually. The person designated to attend may be the Director, Owner, or an authorized representative. Participation in training is required for all providers.

SECTION 100: CHILD CARE SERVICES

100.01 PURPOSE OF FUNDING SOURCE

(1) This manual sets forth policies and procedures for the Mississippi Child Care Payment Program (CCPP), funded by the Child Care and Development Fund (CCDF) and administered by the Mississippi Department of Human Services (MDHS), Division of Early Childhood Care and Development (DECCD).

(2) The purpose of the Child Care and Development Fund, according to federal regulations, is to "increase the availability, affordability, and quality of child care services." The goal of DECCD through the CCPP is to offer a seamless system of high quality child care which supports both children and their families, and operates within federal guidelines.

(3) CCDF funds will be used to provide child care services for Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC) Families, and eligible families at risk of going on TANF with very low-income and low-income. Very low-income families are those whose income is at or below 50 percent of the State Median Income (SMI). Low-income families whose income falls above 50 percent and at or below 85 percent of the SMI.

100.02 LEGAL AUTHORITY

(1) Title VI -Child Care and Development Fund (CCDF)

Legislation: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

Regulations: 45CFR Parts 98 and 99 and Final Regulations published in the Federal Register, July 24, 1998 at 63 FR 39981.

100.03 RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE

(1) Parents are legally and morally responsible for their children and have the right to select the child care provider of their choice.

(2) Child care providers are responsible for providing a safe and secure, high quality educational, nurturing environment for children in their care.

(3) DECCD must assist parent(s) in assessing their child care needs and, upon request, provide a list of licensed facilities for parent(s) who do not have a ready choice. DECCD will not influence parent(s) to choose a particular provider and/or facility.

100.04 NON-DISCRIMINATION POLICY

Individuals shall not be discriminated against on the basis of race, color, sex, national origin, religion, age, or handicapping conditions in the provision of child care services.

100.05 SAFEGUARDING INFORMATION

Employees of DECCD and child care providers are prohibited from using or disclosing any information concerning a parent's use of services for any purpose not in conformity with federal and state requirements, except with the written consent of the parent or authorized representative. The public will not be able to request a copy of client information and/or records. An authorized representative is an individual who has the legal right to speak or act on the parent's behalf. Documentation of this designation must be contained in the parent's file.

CHAPTER 1

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 POLICIES FOR THE CHILD CARE PAYMENT PROGRAM

The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.

101.02 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, children must be served on a first-come, first-served basis in order of eligibility priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:

1st Child Care for Temporary Assistance for Needy Families (TANF)

2nd Child Care for Transitional Child Care (TCC)

3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:

A. Children in Protective Services or Foster Care;

B. Children with Special Needs (up to 85% of the SMI);

C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);

D. Children of Teen Parent(s) currently enrolled in high school full-time;

E. Children served by the Healthy Homes Mississippi home visitation program;

F. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.

4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

SECTION 102: CRITERIA FOR CHILD CARE SERVICES

102.01 ELIGIBLE PROVIDERS

(1) Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider Parents shall select a CCPP approved provider. No payments shall be issued for care provided while a provider is seeking to become a CCPP approved provider. See Glossary of Terms for definitions of each.

(2) i. **Child Care Centers and Group Homes**

In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with DECCD annually upon renewal. The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

ii. If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:

A. The Health Department has not officially closed the center;
B. The center's director submits a written request, on center letterhead, for child care payments to continue; and
C. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and
D. A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.
E. No payments will be issued for care provided while a provider is seeking to become an approved provider.

The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.

(3) i. **Family Day Care Homes and In-Home Providers**

In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of

the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. *and* another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.

ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.

iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.

102.02 APPLICATION PROCEDURES

(1) DECCD will accept applications throughout the year. Referrals for TANF, Healthy Homes Mississippi, or Family & Children's Services clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.

(2) Applications can be obtained by calling DECCD's toll-free number, submitting a request through email/postal mail, or by visiting DECCD's website.

(3) After completing the application, parents/guardians can return the application and all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided.

(4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms.

102.03 WAITING LIST

(1) DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August.

(2) When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff.

(3) If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning of the waiting list; third, those on waiting list by order of application date; fourth, existing

Priority 3B parents; fifth, those who were enrolled in an educational/training program in the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

102.03 ELIGIBILITY DETERMINATION FOR SERVICES

(1) Eligibility Guidelines by Priority Group

A. TANF Parent(s) - TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.

B. TCC Parent(s) – Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.

C. Very Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school, enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.

D. Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an

approved full-time educational or training program. The family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.

E. Post-Secondary Students - Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.

F. Resident -In/Out of State Students - If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.

G. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.

H. Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.

I. Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.

J. Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers.

(2) Income to Be Considered in Calculating Total Family Income

A. Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self-employed, individual/family total income is considered.

B. Social Security benefits for parents and child(ren) must be counted as income.

C. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should <u>not</u> be counted as income.

D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status of another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.

E. i. All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.

ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.

iii. MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

a. The noncustodial parent has caused physical and/or emotional harm to the child.

b. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
c. A child conceived as a result of incest or rape.
d. Pending legal adoption proceedings.
e. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.

iv. When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:

a. If the parent has checked "yes" in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,
b. Search by parent's Social Security Number,
c. Click "select" and pull up and print the parent's information, including payments,
d. Attach the printout to the application and use the amount when calculating income and co-payment for the parent,
e. At annual re-certification, repeat step "iii" above.

F. Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

G. No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.

(3) Documents Required for Eligibility Determination

A. Income Documents:

i. Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.

ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.

iii. Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.

iv. Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.

v. Copy of Estimated Quarterly Tax Report if self-employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the "Total Sales and Receipts" amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.

vi. The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.

B. Educational Documents:

i. Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.

C. Additional Required Documentation:

i Long Form Birth Certificate - A 90-day grace period shall be allowed to receive the birth certificate for a newborn. A 30-day grace period shall be allowed for all other children.

ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.

iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).

iv. If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.

(4) Requirements for a Disabled Parent

A. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

B. If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.

C. If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

D. If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents are not deceased.

(5) Parents enlisted in the United States Military and Deployed

When parents are enlisted in the United States Military and deployed, the eligibility should remain the same until the parent can provide the Military Income. The parent should provide the Military Income as soon as he or she has documentation. The responsible

guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full-time employment.

(6) Pell Grants

Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.

102.04 RE-DETERMINATION

(1) Re-Determination of working parent's eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(2) Re-Determination of parent's eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(3) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

(1) TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.

(2) Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

(1) If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.

(2) If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.

(3) If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.

(4) Exceptions:

A. If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional $l0.00 fee for the child receiving holiday/summer child care.

B. If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.

C. Parents assessed a minimum co-payment fee are:

i. Foster Children

ii. Children in Protective/Preventive Service

iii. Special Needs Children - Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be $10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with Special Needs will continue until the child reaches 18 years of age.

103.03 NON-PAYMENT OF CO-PAYMENT FEES

Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. Non-payment of co-payment fees may result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.

103.04 CO-PAYMENT RECOUPMENT/REPAYMENT

(1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent is to be reimbursed by the provider for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.

(2) If a parent's fee was assessed at a rate lower than the correct fee, the parent is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

103.05 PRORATING CO-PAYMENT FEES

The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.

SECTION 104: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

104.01 SIGN-IN/OUT SHEETS

Providers are required to maintain a record of accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child in order to document attendance. The sign-in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign-in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.

104.02 PAYMENT LEDGER PROCESSES

Payment ledgers must be submitted electronically through the Child Care Payment System. Ledgers open to providers on the 1st day of the month and remain open until 11:59 p.m. CST on the 10th day of the month. Providers are required to complete their electronic ledger within this 10 day window. Ledgers submitted with complete and correct information will be processed for payment. If ledgers require further documentation in order to process payment, the provider will be contacted.

104.03 LEDGER PAYMENTS

If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD or used to issue the certificate, an adjustment will be made in the Child Care Payment System reflecting the change.

Any error in listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within 10 days of the issue date of the copy of the certificate to the provider. Such errors include, but are not limited to incorrect payment rates, incorrect care type (full vs full/part time), incorrect date of birth for the child, etc. DECCD will not adjust underpayments to providers as a result of these errors not reported to DECCD within 10 days of issuing of the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. This form must be submitted to CCPayment@mdhs.ms.gov.

104.04 RATES AND CENTER POLICIES

(1) Licensed providers must file a copy of the center's published rates with DECCD annually. Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.

(2) A. If the child care center's policy states that a program stipend will be provided to

non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.

B. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.

C. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.

D. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before-and-after school care.

E. School-aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full-day because the school was not open or for out-of-school suspension during the school year. Full time reimbursement will be issued for full time care provided by licensed centers when the primary school setting is closed or for out-of-school suspension.

F. Providers will be reimbursed at a part time rate for any day in which a school age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.

G. Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.

H. If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate.

i. If it becomes necessary for the Tier 1-eligible director to be absent for leave, DECCD must be notified within 10 days. DECCD will determine on a case-by-case basis if Tier 1 reimbursement will continue during leave.

I. Full-time certificate payments for school-age children may not be issued to students enrolled in grades one through twelve unless full-time care is needed during non-traditional hours and/or the primary school setting is closed.

J. Full-time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre-kindergarten programs where tuition is assessed. Certificates will expire on a child's 5th birthday. Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full-time certificate funds until they reach the age of 6 (six), which is the compulsory age for school attendance in the state of Mississippi.

104.04 OVER-PAYMENTS AND UNDER-PAYMENTS

(1) If a provider discovers an error in the payment issued, the provider is required to notify the DECCD to request an adjustment within 30 days of the issuance of the payment. Questioned payments or incorrect payments will be adjusted during the next regularly scheduled payment cycle.

104.05 ABSENTEES AND NOTICE

(1) If a child is absent for more than two weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances will be handled on a case-by-case basis.

(2) In the case of court-ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. Any days a child is absent due to court-ordered visitation will not count towards a child's paid absence day. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation.

(3) The Child Care Payment Program will provide a two-week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.

(4) A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECCD for any children who cannot attend the field trips or still need child care during holidays, etc.

SECTION 105: INTERRUPTION OF CHILD CARE SERVICES

105.01 ALLOWABLE LEAVE TIME FOR PARENTS

(1) Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted ro DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to submit acceptable eligibility documentation shall result in the termination of services.

(2) Temporary Job Closings - Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.

(3) Natural Disaster - Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.

(4) A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.

(5) Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.

(6) Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time.

(7) Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.

(8) A child is allowed 15 e absence days per federal fiscal year (beginning October 1 - September 30). Absences related to court-ordered visitations, chronic illness, and

medical treatment for children with special needs are not counted as vacation days.

(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.

(10.) Approved paid holidays for licensed providers

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday
Spring (date varies annually)	Good Friday
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
November	Thanksgiving Day & the Friday after
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

105.02 REASONS FOR TERMINATION

(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.

(2) Non-payment of co-payment fees may result in termination from the Child Care Payment Program for a one-year period.

(3) A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.

(4) Child care services will be terminated when a child grows older than the age requirements.

(5) If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 106.01(1) of this document.

105.03 CHANGE IN PROVIDER

(1) Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.

Section 106 DISPUTES

106.01 PARENTAL AND PROVIDER DISPUTES

(1) Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:

A. A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person.

B. If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.

C. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.

D. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.

SECTION 107: FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.

107.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below $500 or a felony if the amount received or requested is above $500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.

107.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

(1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and /or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.

(2) In the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.

107.03 RECOUPMENT OF FUNDS

(1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:

A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report shall be sent to the alleged offender by certified mail; a copy shall be retained by DPI and the Director of DECCD;

B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if

applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.

C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.

D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.

107.04 FINAL DISPOSITION FOR ACTION

A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.

SECTION 108: MONITORING

108.01 MONITORING PROCEDURE

(1) DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced.

(2) Monitoring visits will include a review of the following records:

A. Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.

B. The attendance recorded on the center's attendance roster will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.

C. The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.

D. Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.

E. A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.

F. Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.

G. The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.

H. The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity.

I. Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.

J. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.

(3) A. If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.

B. A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.

108.02 SUSPENSION AND DEBARMENT

(1) If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.

(2) If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.

Section 109 PROVIDER REIMBURSEMENT LEVELS

(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.

A. Child Care Reimbursement Tier 1:

To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:

Operate a full-day, full-year educational program; OR

Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a center that provides full time care only when colleges/universities/public schools are in session:

AND:

Document center accreditation from the National Association for the Education of Young Children (NAEYC); or*

Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development; or*

Document that the center has a director on site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*

B. To qualify for Reimbursement Tier 1, family home providers must:

Operate a full-day, full-year educational program; OR

Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a home that offers full-time care in the summer months only;

AND:

Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development.*

C. Child Care Reimbursement Tier 2:

To qualify for Reimbursement Tier 2, the child care center or group child care home must:

Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.

D. To qualify for Reimbursement Tier 2, the family child care provider must:

Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.

E. Child Care Reimbursement Tier 3:

To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.

F. See Appendix N for rates.

*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.

Effective: October 1, 2009

GLOSSARY OF TERMS

This chapter contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT - A person who has reached the age of majority (at least 18 years of age).

ATTENDING (EDUCATIONAL/JOB TRAINING) -Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.

AUTHORIZED REPRESENTATIVE - An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.

BEFORE-AND AFTER-SCHOOL CARE - Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER - An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS - A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.

CHILD CARE AND DEVELOPMENT FUND (CCDF) - A federally-funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at-risk of going on TANF and are in need of child care in order to work OR are low-income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE - A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES:

CENTER-BASED - A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.

For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

FAMILY CHILD CARE HOME - An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.

GROUP HOME CHILD CARE - An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.

CHILD CARE PROVIDERS:

CENTER-BASED CHILD CARE PROVIDER - A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.

FAMILY CHILD CARE PROVIDER - One individual who provides child care services for fewer than 24-hours per day per child, as the sole CARE GIVER, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this

setting.

GROUP HOME CHILD CARE PROVIDER - Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No parent or guardian may provide care for their own child in this setting.

IN-HOME CHILD CARE PROVIDER - An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian may provide care for their own child in this setting.

CHILD CARE SERVICES - Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE WEEK - The period of time that child care is provided per week. The child care week may cover up to seven days. This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CREDENTIALED DIRECTOR - A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DEGREES OF KINDRED ACCORDING TO THE LAW:

FIRST	Parents and Children
SECOND	Siblings (brothers and sisters), Grandparents, and Grandchildren
THIRD	Uncles, Aunts, Nieces, Nephews, Great-Grandparents, and Great-Grandchildren

DISABLED PARENT - See **SPECIAL NEEDS/DISABLED PARENT**.

EARLY CHILDHOOD DEVELOPMENT PROGRAM - A preschool program (ages birth to kindergarten) that provides child care services to low-income working parents and parents enrolled in an educational or training program.

EDUCATIONAL PROGRAM/JOB TRAINING -A program offering educational/job training content. Programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD - A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE - Before-and after-school care for Early Head Start and Head Start children (ages birth up to age 5) and school-age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY - A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

FAMILY OF ONE - A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

FULL-DAY CHILD CARE - Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME - The parent's income before any deductions.

HALF-DAY - Child care provided for fewer than six hours per day.

INCOME- funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

INCOME MAINTENANCE (IM) - Income from TANF or Supplemental Security Income and other public assistance.

INFANTS - Children from birth through 12 months.

IN LOCO PARENTIS - in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

LICENSING OR REGULATORY REQUIREMENTS - Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The "Mississippi Child Care Licensing Law," Section 43-20-1, et seq., of the Mississippi Code of l972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME - Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

MINIMUM FEE - An assessment of $10 per month for full-day child care services and $5.00 per month for half-day before-and after-school/extended day, etc. child care services.

MDHS TANF CASEWORKER - An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level

supportive services, and referrals for child care services for active TANF participants at the local/county level.

NON-TRADITIONAL CARE - Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

PARENT - A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

PRESCHOOL AGED CHILD - Children from three years of age through kindergarten.

PROTECTIVE SERVICES- Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children's Services. These children are living in the home of a parent or relative/kinship caretaker.

PROVIDER - The entity providing child care services as defined in this document.

REIMBURSEMENT TIERS - The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.

RESIDING/LIVING WITH - Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.

SEASONAL WORKERS - Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT - A parent who meet s the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of $10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by DECCD.

SPECIAL NEEDS CHILD RATE - Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI) - The average income of all Mississippi workers.

SUMMER CARE - Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI) - A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families) – Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time-limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE - A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS - Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC) - Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME - Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI) - Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court-ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING - Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

CHAPTER 2

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 ELIGIBILITY FOR THE CHILD CARE PAYMENT PROGRAM

The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.

101.02 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, children must be served on a first-come, first-served basis in order of eligibility priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:

1st Child Care for Temporary Assistance for Needy Families (TANF)

2nd Child Care for Transitional Child Care (TCC)

3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:

A. Children in Protective Services or Foster Care;

B. Children with Special Needs (up to 85% of the SMI);

C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);

D. Children of Teen Parent(s) currently enrolled in high school full-time;

E. Children served by the Healthy Homes Mississippi home visitation program;

F. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.

4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

SECTION 102: CRITERIA FOR CHILD CARE SERVICES

102.01 ELIGIBLE PROVIDERS

(1) Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. See Glossary of Terms for definitions of each.

(2) i. **Child Care Centers and Group Homes**

In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with DECCD annually upon renewal. The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

ii. If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:

A. The Health Department has not officially closed the center;
B. The center's director submits a written request, on center letterhead, for child care payments to continue; and
C. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and
D. A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.
E. No payments will be issued for care provided while a provider is seeking to become an approved provider.

The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.

(3) i. **Family Day Care Homes and In-Home Providers**

In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. and another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.

ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.

iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.

102.02 PROVIDER REIMBURSEMENT LEVELS

(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.

A. Child Care Reimbursement Tier 1:

To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:

Operate a full-day, full-year educational program;

OR

Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a center that provides full time care only when colleges/universities/public schools are in session:

AND:

Document center accreditation from the National Association for the Education of Young Children (NAEYC);

OR*

Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development;

OR*

Document that the center has a director on site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*

B. To qualify for Reimbursement Tier 1, family home providers must:

Operate a full-day, full-year educational program;

OR

Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a home that offers full-time care in the summer months only;

AND:

Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development.*

C. Child Care Reimbursement Tier 2:

To qualify for Reimbursement Tier 2, the child care center or group child care home must:

Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.

D. To qualify for Reimbursement Tier 2, the family child care provider must:

Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.

E. Child Care Reimbursement Tier 3:

To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.

F. See Appendix N for rates.

*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.

Effective: October 1, 2009

102.03 APPLICATION PROCEDURES

(1) DECCD will accept applications throughout the year. Referrals for TANF, Family & Children's Service, or Healthy Homes Mississippi clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.

(2) Applications can be completed and submitted on DECCD's website.

(3) After completing the application, parents/guardians can return all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided.

(4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms.

102.04 WAITING LIST

(1) DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August.

(2) When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff.

(3) If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning of the waiting list; third, those on waiting list by order of application date; fourth, existing Priority 3B parents; fifth, those who were enrolled in an educational/training program in

the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

102.05 ELIGIBILITY DETERMINATION FOR SERVICES

(1) Eligibility Guidelines by Priority Group

A. TANF Parent(s) - TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.

B. TCC Parent(s) – Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.

C. Very Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school, enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.

D. Low-income, At Risk of Going on TANF - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income

must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.

E. Post-Secondary Students - Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.

F. Resident -In/Out of State Students - If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.

G. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.

H. Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.

I. Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.

J. Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers (caseworkers).

(2) Income to Be Considered in Calculating Total Family Income

A. Gross income of applicant and spouse should be considered if the spouse is living

in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self-employed, individual/family total income is considered.

B. Social Security benefits for parents and child(ren) must be counted as income.

C. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should <u>not</u> be counted as income.

D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status earned by another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.

E. i. All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.

ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.

iii. MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

a. The noncustodial parent has caused physical and/or emotional harm to the child.
b. Physical and/or emotional harm caused by the noncustodial parent

to the relative caring for the child limiting the custodial parent's ability to care for the child.

c. A child conceived as a result of incest or rape.

d. Pending legal adoption proceedings.

e. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.

iv. When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:

a. If the parent has checked "yes" in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,

b. Search by parent's Social Security Number,

c. Click "select" and pull up and print the parent's information, including payments,

d. Attach the printout to the application and use the amount when calculating income and co-payment for the parent,

e. At annual re-certification, repeat step "iii" above.

F. Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

G. No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.

(3) Documents Required for Eligibility Determination

A. Income Documents:

i. Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.

ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.

iii. Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.

iv. Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.

v. Copy of Estimated Quarterly Tax Report if self-employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the "Total Sales and Receipts" amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.

vi. The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.

B. Educational Documents:

i. Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.

C. Additional Required Documentation:

i Long Form Birth Certificate - A 90-day grace period shall be allowed to receive the birth certificate for a newborn. A 30-day grace period shall be allowed for all other children.

ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.

iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).

iv. If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.

(4) Requirements for a Disabled Parent

A. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

B. If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.

C. If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).

D. If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents are not deceased.

(5) Parents enlisted in the United States Military and Deployed

responsible guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full-time employment.

(6) Pell Grants

Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.

102.06 RE-DETERMINATION

(1) Re-Determination of working parent's eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to

parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(2) Re-Determination of parent's eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.

(3) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

(1) TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.

(2) Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

(1) If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.

(2) If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.

(3) If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.

(4) Exceptions:

A. If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional $l0.00 fee for the child receiving holiday/summer child care.

B. If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.

C. Parents assessed a minimum co-payment fee are:

i. Foster Children

ii. Children in Protective/Preventive Service

iii. Special Needs Children - Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be $10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with Special Needs will continue until the child reaches 18 years of age.

103.03 NON-PAYMENT OF CO-PAYMENT FEES

Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. Non-payment of co-payment fees may result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.

103.04 CO-PAYMENT RECOUPMENT/REPAYMENT

(1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent is to be reimbursed by the provider for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.

If a parent's fee was assessed at a rate lower than the correct fee, the parent is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

103.05 PRORATING CO-PAYMENT FEES

The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.

SECTION 104: MISSISSIPPI ECHILDCARE

Mississippi eChildcare is a technology-based method of issuing payments to child care providers and tracking child attendance. Licensed child care facilities and their enrolled families will utilize Point of Service (POS) machines to track child attendance. Unlicensed providers and their enrolled families will utilize a telephone-based Interactive Voice Response (IVR) system to track child attendance. All providers will have access to the Mississippi eChildcare Portal to login and gain access to information related to authorized certificates assigned to their provider number. The following policies describe the Mississippi eChildcare requirements and processes for parents and child care providers.

104.01 DESCRIPTION OF POS AND IVR USE

(1.) The Mississippi eChildcare Program is a system used to track child attendance for children receiving subsidy funds from the Mississippi Child Care Payment Program. Payments are made to approved providers based on the information entered into the POS or IVR and other policies stated in this document. For licensed providers this system involves the use of a finger scan by a parent of household designee to document attendance at the child care facility on a daily basis. For unlicensed providers, this system involves the use of a land-line telephone system by a parent or household designee to document attendance at the child care facility on a daily basis. Parents or household designees can enter the current day's attendance, or enter previous check in/out times for up to seven days, the current day and six previous days. The system is designed to accommodate these actions, but timely and accurate payment occurs when attendance is entered daily.

(2.) Each family case can have up to five finger scans, the parent is the primary scan and they may select up to four household designees that have the authority and responsibility to comply with POS and IVR processes daily. Parents are responsible for all actions in the POS and IVR, even if those actions were taken by a household designee. No employee of the child care center or the individual child care provider can be a household designee for any child attending their program.

(3.) Clients and their designees are responsible for recording the actual times and dates their child attends by either scanning their finger image into the POS machine or by using the IVR system.

i. If the client or designee receives a denial message, the provider shall charge the client for that day of care. If it is later determined that the denial was in error, the provider shall reimburse the client for any payments made for care as a result of the denial message.

ii. Providers shall monitor the POS machines and/or the Provider Portal to ensure correct attendance times and dates have been entered by the client. If the client makes an error, the provider shall void the transaction and ask the parent to enter the correct time and date of attendance.

iii. When clients fail to enter attendance for a day that care was provided, record incorrect

times, or receive a denial message, the system will allow the client to enter a previous check in/out for the current day and the previous six days.

104.02 CLIENT RESPONSIBILITIES FOR RECORDING CHILD ATTENDANCE

The following policies describe the role and responsibility of clients with authorized certificates from the Mississippi Child Care Payment Program:

(1.) All clients and their selected Household Designees are required to view the Mississippi eChildCare training video for either the POS or the IVR, depending on the type of child care provider selected. Training videos are available on DECCD's website, MDHS county offices, and at Mississippi Child Care Resource and Referral sites across the State.

(2.) All clients are responsible for identifying up to four Household Designees that will be allowed to check the child(ren) in and out of care daily. Parents are ultimately responsible for ensuring attendance is recorded at the provider site. Parents will enter the legal names of their selected household designees by loging into the Child Care Payment Program website upon completion of their training.

(3.) All clients and household designees utilizing a licensed child care facility are responsible for having their finger scanned into the Mississippi eChildcare system.

(4.) All clients are responsible for using the POS/IVR daily to record check in and out times at the provider location within seven days-the current day plus the previous six days. DECCD will only pay for recorded check ins and outs. If a client fails to use the POS/IVR to check the child in or out they are responsible for full payment to the provider for that day.

(5.) All clients are responsible for checking the POS/IVR message after each check in or out to determine if it is approved, denied, or pending. If the check in/out is denied or pending, the client is responsible for reporting the problem to the child care provider immediately.

(6.) All clients are responsible for maintaining the security of their personal identification number (PIN). This number should not be shared with the child care provider.

(7.) DECCD will not pay if one or more of the following occurs:

i. The child is absent and has exceeded the maximum number of allowed absence days.

ii. When a POS machine is used to record child attendance, parents must record child absences in order for providers to be paid for the allowed paid

absence days. Parents are responsible for payment to providers for any absences not paid by DECCD for this reason.

104.03 PROVIDER RESPONSIBILITIES FOR MISSISSIPPI ECHILDCARE

The following policies describe the role and responsibilities of child care providers approved by the Mississippi Child Care Payment Program:

(1.) Providers shall never be in possession of the child's PIN number, or use the client's PIN number to record attendance.

(2.) Providers shall never move the POS machine to another location without receiving prior written approval from DECCD.

(3.) Providers shall require clients to enter attendance as care is used.

(4.) Providers shall never ask or require a client to enter attendance for a day the child does not attend.

(5.) Providers shall maintain all sign in/out sheets required for monitoring as described in Section 105.01 of this document.

(6.) Providers shall ensure that all attendance submitted is correct and void any incorrect transactions within the seven day limit-the current day and six previous days.

(7.) DECCD will not pay/adjust underpayment to providers if one or more of the following occurs:

i. The provider failed to report any errors on the child's certificate that would cause payment to calculate incorrectly within 10 days of issuance of the certificate copy to the provider. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. Licensed and Unlicensed Providers must submit this form to CCPayment@mdhs.ms.gov. Slot contractors must submit this form to Slot.Contractor@mdhs.ms.gov.

ii. The provider failed to report an error with a payment using the Provider Report of Underpayment Form within 10 days of issuance of payment to the provider.

SECTION 105: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

105.01 SIGN-IN/OUT SHEETS

Providers are required to maintain a record of accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child in order to document attendance. The sign-in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign-in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.

105.02 PAYMENTS

(1.) Payments for child care services are made to providers in accordance with the policies described in this document.

(2.) DECCD makes bi-monthly payments to providers for child care services provided through a direct deposit process.

(3.) The payment week begins every Sunday at 12:01 a.m. and ends every Saturday at midnight.

(4.) Licensed providers shall receive one POS machine for every 50 children enrolled in their program with an authorized child care certificate. These machines will be installed within ten days of the approved provider reporting enrollment of a child with an authorized certificate at their center. No provider will receive a POS machine while seeking approval by the Mississippi Child Care Payment Program.

(5.) Adjustments are made when an overpayment or underpayment occurs.

i. An underpayment is the result of error by DECCD, or other MDHS Divisions making referrals for care. Once the error has been identified, funds will be disbursed with the next regularly scheduled payment to the provider.

A. Providers must report errors in their payment to DECCD using a Report of Underpayment form within ten days of receipt of incorrect payment. No payment adjustments will be processed if received after this deadline has passed.

C. If the client's attempts to enter attendance were denied in error, or incorrect rates were applied due to an error in eligibility information, DECCD will make a manual adjustment upon receipt of the Report of Underpayment form.

ii. Overpayments are the result of error by DECCD, clients, or providers. Payment plans will be instituted so that funds are deducted from future payments made to the provider.

A. Payment plans will not exceed 12 months, unless approved by the Director of DECCD.

B. If a child care provider is debarred or suspended from participation in the Mississippi Child Care Payment Program before an overpayment is recouped in full, all future payments will be withheld in their entirety and applied to the outstanding balance.

(6.) Payments will not be issued for care provided prior to a provider's approval with DECCD, or prior to the issuance of a certificate to a child.

105.03 CONDITIONS OF PAYMENT

(1) Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.

(2) A. If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.

B. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.

C. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before-and-after school care.

D. School-aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full-day because the school was not open or for out-of-school suspension during the school year. Full time reimbursement will be issued for full time care provided by licensed centers when the primary school

setting is closed or for out-of-school suspension.

E. Providers will be reimbursed at a part time rate for any day in which a school age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.

F. Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.

G. If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate.

i. If it becomes necessary for the Tier 1-eligible director to be absent for leave, DECCD must be notified within 10 days. DECCD will determine on a case-by-case basis if Tier 1 reimbursement will continue during leave.

H. Full-time certificate payments for school-age children may not be issued to students enrolled in grades one through twelve unless full-time care is needed during non-traditional hours and/or the primary school setting is closed.

I. Full-time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre-kindergarten programs where tuition is assessed. Certificates will expire on a child's 5th birthday. Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full-time certificate funds until they reach the age of 6(six), which is the compulsory age for school attendance in the state of Mississippi.

105.04 ABSENTEES AND NOTICE

(1) If a child is repeatedly absent Due to a chronic illness, DECCD shall be notified by a letter from the child's physician describing the likelihood of repeated absence. DECCD will make a notation in the system, and will pay licensed providers for absences that are reported due to chronic illness. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to chronic illness.

(2) In the case of court-ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. Any days a child is absent due to court-ordered visitation will not count towards a child's paid absence day allotment of 15 days per program year. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation.

(3) The Child Care Payment Program will provide a two-week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.

(4) A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECCD for any children who cannot attend the field trips or need child care during holidays, etc.

(5). Clients utilizing licensed facilities shall enter in attendances. The absence of a matched check in/out will result in non-payment to the provider for all days in which this occurs. Unlicensed providers are paid for attendance only. Clients utilizing unlicensed providers do not have to use the IVR to record absences.

SECTION 106: INTERRUPTION OF CHILD CARE SERVICES

106.01 ALLOWABLE LEAVE TIME FOR PARENTS

(1) Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted ro DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to notify DECCD within 10 days of the change in employment or submit acceptable eligibility documentation shall result in the termination of services.

(2) Temporary Job Closings - Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.

(3) Natural Disaster - Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.

(4) A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.

(5) Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.

(6) Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.

(7) Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.

(8) A child is allowed 15 paid absence days per federal fiscal year (beginning October 1 -

September 30). Absences related to court-ordered visitations, chronic illness, and medical treatment for children with special needs are not counted as vacation days as long as documentation of these circumstances is on file with DECCD.

(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.

(10.) **Approved paid holidays for licensed providers:**

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday
Spring (date varies annually)	Good Friday
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
November	Thanksgiving Day & the Friday after
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

106.02 REASONS FOR TERMINATION

(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.

(3) Non-payment of co-payment fees shall result in suspension from the Child Care Payment Program for a one-year period.

(4) A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.

(5) Child care services will be terminated when a child grows older than the age requirements.

(6) If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 108.01(1) of this document.

106.03 CHANGE IN PROVIDER

(1) Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.

Section 107 DISPUTES

107.01 PARENTAL AND PROVIDER DISPUTES

(1) Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:

A. A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person.

B. If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.

C. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.

D. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.

SECTION 108: FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.

108.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below $500 or a felony if the amount received or requested is above $500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.

108.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

(1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and /or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.

(2) in the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.

108.03 RECOUPMENT OF FUNDS

(1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:

A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report shall be sent to the alleged offender by certified mail; a copy shall be retained by

DPI and the Director of DECCD;

B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.

C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.

D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.

108.04 FINAL DISPOSITION FOR ACTION

A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.

SECTION 109: MONITORING

109.01 MONITORING PROCEDURE

(1) DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.

(2) Monitoring visits will include a review of the following records:

A. Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.

B. The attendance recorded on the provider's sign in and out sheets will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.

C. The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.

D. Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.

E. A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.

F. Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.

G. The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.

H. The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a

recoupment of funds issued for certificates in excess of licensed or allowed capacity.

I. Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.

J. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.

3) A. If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.

B. A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.

109.02 SUSPENSION, DEBARMENT, AND PENALTIES

(1) If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.

(2) If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.

(3.) Penalties shall be assessed of the provider if any of the following occur:

i. The provider is in possession of a client's PIN number.
ii. The provider uses a client's PIN number in the IVR process.

iii. The provider requests a parent submit attendance for days the child was not in care.

iv. The provider submits attendance through the use of a POS or IVR system.

(4.) When DPI determines that any of the previous scenarios have occurred, the following penalties shall be assessed in addition to the recoupment of the full amount issued to the provider as a result of the fraudulent activity:

i. The first violation shall result in a penalty of 10% of the total overpayment.

ii. The second violation shall result in a penalty of 20% of the total overpayment.

iii. The third violation shall result in a penalty of 30% of the total overpayment and debarment from participation in the Mississippi Child Care Payment Program.

(5.) Penalties will be collected in accordance with the processes described in Section 105.02(2) of this document.

Source: Miss Code Ann. § 43-1-2 (Rev. 2009)

GLOSSARY OF TERMS

This section contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT - A person who has reached the age of majority (at least 18 years of age).

ATTENDING (EDUCATIONAL/JOB TRAINING) -Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.

AUTHORIZED REPRESENTATIVE - An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.

BEFORE-AND AFTER-SCHOOL CARE - Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER - An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS - A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.

CHILD CARE AND DEVELOPMENT FUND (CCDF) - A federally-funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at-risk of going on TANF and are in need of child care in order to work OR are low-income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE - A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES:

> **CENTER-BASED -** A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree

computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.

For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

FAMILY CHILD CARE HOME - An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.

GROUP HOME CHILD CARE - An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.

CHILD CARE PROVIDERS:

CENTER-BASED CHILD CARE PROVIDER - A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.

FAMILY CHILD CARE PROVIDER - One individual who provides child care services for fewer than 24-hours per day per child, as the sole CARE GIVER, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.

GROUP HOME CHILD CARE PROVIDER - Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No

parent or guardian may provide care for their own child in this setting.

IN-HOME CHILD CARE PROVIDER - An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian may provide care for their own child in this setting.

CHILD CARE SERVICES - Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE WEEK - The period of time that child care is provided per week. The child care week may cover up to seven days. This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CREDENTIALED DIRECTOR - A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DEGREES OF KINDRED ACCORDING TO THE LAW:

FIRST	Parents and Children
SECOND	Siblings (brothers and sisters), Grandparents, and Grandchildren
THIRD	Uncles, Aunts, Nieces, Nephews, Great-Grandparents, and Great-Grandchildren

DISABLED PARENT - See **SPECIAL NEEDS/DISABLED PARENT**.

EARLY CHILDHOOD DEVELOPMENT PROGRAM - A preschool program (ages birth to kindergarten) that provides child care services to low-income working parents and parents enrolled in an educational or training program.

EDUCATIONAL PROGRAM/JOB TRAINING -A program offering educational/job training content. Programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD - A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE - Before-and after-school care for Early Head Start and Head Start children (ages birth up to age 5) and school-age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY - A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

FAMILY OF ONE - A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

FULL-DAY CHILD CARE - Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME - The parent's income before any deductions.

HALF-DAY - Child care provided for fewer than six hours per day.

HOUSEHOLD DESIGNEE- An individual designated by a client or parent to use a POS machine or IVR system to record a child's attendance in child care.

INCOME- funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

INCOME MAINTENANCE (IM) - Income from TANF or Supplemental Security Income and other public assistance.

INFANTS - Children from birth through 12 months.

IN LOCO PARENTIS - in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

INTERACTIVE VOICE RESPONSE (IVR) system- A system used by parents and household designees to record attendance in unlicensed child care settings which uses a land-line telephone.

LICENSING OR REGULATORY REQUIREMENTS - Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The "Mississippi Child Care Licensing Law," Section 43-20-1, et seq., of the Mississippi Code of l972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME - Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

MINIMUM FEE - An assessment of $10 per month for full-day child care services and $5.00 per month for half-day before-and after-school/extended day, etc. child care services.

MDHS TANF CASEWORKER - An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level supportive services, and referrals for child care services for active TANF participants at the

local/county level.

NON-TRADITIONAL CARE - Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

PARENT - A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

POINT OF SERVICE (POS) machine- A machine that accepts finger image scans of parents or household designees previously entered into the Mississippi cChildcare system used to record child attendance in licensed child care facilities.

PRESCHOOL AGED CHILD - Children from three years of age through kindergarten.

PROTECTIVE SERVICES- Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children's Services. These children are living in the home of a parent or relative/kinship caretaker.

PROVIDER - The entity providing child care services as defined in this document.

PROVIDER PORTAL- A web-based information system containing information for child care providers regarding the active authorizations and attendance records in their center.

REIMBURSEMENT TIERS - The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.

RESIDING/LIVING WITH - Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.

SEASONAL WORKERS - Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT - A parent who meet s the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of $10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by DECCD.

SPECIAL NEEDS CHILD RATE - Special Needs rates may be applied for children through the

age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI) - The average income of all Mississippi workers.

SUMMER CARE - Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI) - A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families) – Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time-limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE - A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS - Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC) - Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME - Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI) - Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court-ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING - Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

APPLICANT INFORMATION

Name:			SSN*:
Gender::	Race**:	Are you enrolled in an educational program full time? ☐ Yes, please select ☐ High School ☐ GED ☐ College ☐ Other: _____ ☐ No Are you a deployed member of the National Guard? ☐ Yes ☐ No	
Date of Birth:	Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Never Married		Ethnicity**: ☐ Hispanic ☐ Non Hispanic
Physical Address:			
City:	State:		ZIP Code:
Home Phone:	Cell Phone:		Work Phone:
Email Address:			
Is mailing address the same as the physical address? ☐Yes If no, complete section below.			
Mailing Address:			
City:	State:		ZIP Code:

CHILD INFORMATION

Child 1 First Name:	Middle Name		Last Name:
DOB:	SSN*:		Gender:
Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No	
Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*		Hours of Care Needed: (Enter all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? ☐ Yes ☐ No		Child's Mother lives in the home? ☐ Yes ☐ No	
Chosen Provider Name:	Provider Address:		Provider Phone:
Child 2 First Name:	Middle Name		Last Name:
DOB:	SSN*:		Gender:
Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No	
Days Care is Needed: (Check all that apply) ☐ Monday-Frida ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*		Hours of Care Needed: (Enter all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? ☐ Yes ☐ No		Child's Mother lives in the home? ☐ Yes ☐ No	
Chosen Provider Name:	Provider Address:		Provider Phone:
Child 3* ** First Name:	Middle Name		Last Name:
DOB:	SSN*:		Gender:
Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No	
Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*		Hours of Care Needed: (Enter all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? ☐ Yes ☐ No		Child's Mother lives in the home? ☐ Yes ☐ No	
Chosen Provider Name:	Provider Address:		Provider Phone:

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

*The absence of this information cannot be a basis to deny eligibility.
**MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.
***Use additional application forms as needed to provide all information.

HOUSEHOLD MEMBERS		
Please provide information about all other persons living in the home NOT previously listed on this application.		
Name:	Gender:	Relationship to Parent/Guardian:
Name:	Gender:	Relationship to Parent/Guardian:
Name:	Gender:	Relationship to Parent/Guardian:

INCOME INFORMATION			
Self:			
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Parent Social Security Income Monthly Amount:			
Spouse:			
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Name of Employer:	Gross Pay Received:	How Often?	☐ Weekly ☐ Bi-Weekly ☐ Twice Monthly ☐ Monthly
Spouse Social Security Income Monthly Amount:			

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)
   1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
   2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
   3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
   4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:
   1. You must submit verification from school Principal indicating full-time enrollment.
   2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.

   NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:
   1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
   2. If you are also working, check stubs must be submitted. See Section A for instructions.

   *NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:
   1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
      - If your child is already on the program, you do not need to submit this again.
      - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
   2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
   3. Child Support. See instructions on the Verification of Child Support Services form.
   4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

Appendix B

PARENT'S STATEMENT OF AGREEMENT

I agree to report to DECCD changes in any of the following within ten (10) days:

- Income
- Address or phone number
- Child support
- Work hours or school enrollment
- Family size
- Daycare provider

I understand that:

1. any change in my employment status (layoff, new job, change in income, maternity leave, change in number of work hours) or change in family size (new baby, marriage, divorce) could affect my co-pay fee or my eligibility.
2. I must pay a monthly co-payment fee to the child care provider and that failure to do so could result in termination from the child care program.
3. if the provider charges more than the program reimbursement rate, I will be responsible for paying that difference in addition to my co-payment, and that failure to pay this amount may result in provider discontinuing service.
4. if I change providers, I am required to report this change two weeks in advance to DECCD, and that failure to do so will delay payment to a new provider.
5. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified.
6. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double-pay for my child.
7. if my child is absent for three (3) consecutive days, I am to contact the provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed.
8. if my child is absent for more than two weeks, I am responsible for payment to the provider. If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider
9. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care. (NOTE: If this occurs, the provider may charge me for time not covered by my certificate).
10. In addition to signing my child in/out daily as described above, I or my authorized representative must use either a POS or the IVR system (whichever applies to my provider type) to check my child in and out of care on a daily basis and that payment will not be made if I fail to do so.
11. that payments for care cannot be made to another person living in the same household as my child.
12. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.
13. failure to comply with Child Support will result in termination of my certificate(s).
14. that my eligibility must be re-established periodically, in accordance with CCPP policies
15. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below $500, or a felony if the amount received is above $500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

_____

Parent Signature Date

Appendix C

REQUIRED DOCUMENTATION FOR
ELIGIBILITY
CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)
   1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
   2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
   3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
   4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:
   1. You must submit verification from school Principal indicating full-time enrollment.
   2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
      *NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:
   1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
   2. If you are also working, check stubs must be submitted. See Section A for instructions.

D. All Applicants:
   1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
      - If your child is already on the program, you do not need to submit this again.
      - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
   2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
   3. Child Support. See instructions on the Verification of Child Support Services form.
   4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

Appendix D
Rev. 11/11

GUARDIANSHIP/IN LOCO PARENTIS
VERIFICATION

NAME OF GUARDIAN: _____

ADDRESS: _____

PHONE: HOME _____ WORK_____

I am currently providing care for the child or children listed below who need child care subsidy. The child or children live with me, but the child(ren)'s parents do not. I am responsible for their care in all aspects of daily living.

NAME OF CHILD(REN):

_____ _____

_____ _____

_____ _____

Please give a brief explanation as to why you are responsible for the care of this child (including information about the parent's whereabouts) or you may attach a copy of any legal guardianship papers you have.

_____

_____

_____

Do you receive other benefits for this child? (check all that apply)

SNAP	Medicaid	TANF	CHIPS Insurance
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

_____ _____
Signature of Guardian Date

Appendix E
Rev. 01/13

VERIFICATION OF CHILD SUPPORT SERVICES
FOR THE
CHILD CARE PAYMENT PROGRAM

NAME OF CUSTODIAL PARENT:

_____

SOCIAL SECURITY NO. OF CUSTODIAL PARENT:

_____

I am applying for child care subsidy. I understand that per Mississippi law, I am required to cooperate with MDHS Division of Child Support Enforcement in order to be eligible for assistance.

PLEASE ONLY LIST CHILDREN WHO NEED CHILD CARE SUBSIDY ASSISTANCE		
Child's Name	Child Support case is open with MDHS Division of Child Support Enforcement (check if this is true)	I do not currently have an open Child Support Case (check if this is true)
1.	☐	☐
2.	☐	☐
3.	☐	☐
4.	☐	☐
5.	☐	☐

A. If either or both biological parents are NOT living in the same household with the child, parents/guardians are required to have an open child support case in order to receive child care subsidy.
B. If no child support case is open, parents MUST contact their local MDHS Division of Child Support Enforcement Office to make an appointment to open a case. NOTE: This requirement INCLUDES cases in which parents have an existing court-ordered child support agreement. Mississippi law states that ALL child support cases must be handled through MDHS Division of Child Support Enforcement.
C. In some cases, MDHS Division of Child Support can provide documentation that parents are excused from cooperating with Child Support. (This is typically due to a CS case being closed because the absent parent could not be located.) The statement from a CS officer should name the child or children and should be signed, dated, and include the official stamp of the county office.
D. In some cases in which pursuing Child Support would place either the custodial parent or the child in physical, emotional, or mental danger DECCD may waive this requirement. If this applies to you, please contact DECCD for instructions.

REVISED 06/2013 **CERTIFICATE #**

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD CARE CERTIFICATE

EFFECTIVE FROM: **EFFECTIVE TO:**

Child's Name: **Child's DOB:**

Parent's Name: **Parent's DOB:**

Parent's Address:

Cert Type: **CO-PAY Full-Time:**

DAILY RATE Full-Time: **Part-Time:**

Part-Time:

Case Priority Population:

☐ Special Needs ☐ Chronic Illness ☐ Court Order

Care Days: **MON** **TUE** **WED** **THU** **FRI** **SAT** **SUN**

Provider Number: _____ **Provider Name:** _____

Center Name: _____ **Center License Number:**

Provider Address:

Provider City: _____ **Provider State:** _____ **Provider Zip:** _____

Provider Type: ☐ Licensed Center ☐ Group Home Care ☐ Non-Relative In-Home
☐ Relative In-Home ☐ Non-Relative Out of Home ☐ Relative Out of Home

_____ _____
PARENT SIGNATURE **DATE** **PROVIDER SIGNATURE** **DATE**

PARENT(S) RIGHTS

As a recipient of child care subsidy funds, you have rights you should know about. These are:

The information you share with DECCD is confidential. This means that what you tell DECCD staff cannot be shared with anyone other than the child care provider of your choice without your permission except State or Federal program review or fiscal agents.
You have the right to see your case file, unless this is prohibited by federal or State law or regulation.
You have the right not to be discriminated against because of your political affiliation, religion, race, color, sex, handicap, national origin, or age. If you think you have been discriminated against, you should discuss this with DECCD.
You may enroll your child with the child care provider of your choice, providing they qualify as an approved provider.
Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

PARENT(S) RESPONSIBILITIES

PLEASE READ THIS SECTION CAREFULLY. PLEASE ASK DECCD TO CLARIFY ANY OF THESE STATEMENTS THAT YOU DO NOT UNDERSTAND.

☐ I certify that this form has been examined by me and that the information given is true and correct to the best of my knowledge and belief.
☐ I agree to provide accurate and truthful information to DECCD when requested for the purposes of determining eligibility for assistance.
☐ I agree to provide DECCD information to verify any statements given in this application and hereby give DECCD, or its agents, permission to obtain such verification. I will cooperate fully with State and federal personnel in any review.
☐ I will notify DECCD within ten (10) calendar days of any change in the following circumstances: marital status, household size, household income, address, employment, education/training status for any household member.
☐ I agree to notify DECCD when child care services are no longer needed.
☐ I will notify the provider if my child(ren) will not attend child care for three (3) or more consecutive days.
☐ If I am the parent or legal guardian of the children as specified, I declare that they are deprived of parental support of care by reason of death, incapacity or continued absence from home of a parent.
☐ I understand that Mississippi law requires MDHS to take necessary action to establish paternity and/or collect child support from the responsible parent(s) whose child(ren) are receiving public assistance. DECCD provided consumer information to parents in need of assistance in obtaining child support. I agree to cooperate and to provide assistance in the collection of child support and/or the establishment of paternity for children whom I am requesting assistance. I understand that if I don't cooperate as required, I may lose my eligibility for child care services according to the requirements of the program.
☐ I understand that the provider of the child care services is NOT and agent of DECCD, and that the foregoing entities in no way warrant the services rendered, and I understand that the child care provider acts solely as an independent contractor in its capacity as a child care provider.
☐ Under Mississippi law, any person who knowingly commits fraud or aids or abets another person to commit fraud, in connection with State or federally funded assistance programs may be punished for either a misdemeanor or a felony. Fraudulent acts are set forth in the applicable statutes, but they include failure to disclose a material fact in making a determination for a person to receive aid or benefits or services under any State or federally funded assistance program; failure to disclose a change of circumstances; and knowingly filing a false claim for aid, benefits, or services.

☐YES ☐ NO I UNDERSTAND ALL OF THE STATEMENTS LISTED ABOVE.
☐YES ☐ NO I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN THE TERMINATION OF CHILD CARE SERVICES AND/OR CRIMINAL PROSECUTION.

_____ _____ _____
CLIENT'S NAME (PLEASE PRINT) DATE DECCD STAFF NAME

_____ _____ _____
CLIENT'S SIGNATURE DECCD STAFF SIGNATURE DATE

Appendix G (front)

CHILD CARE PROVIDER STATEMENT OF AGREEMENT
CHILD CARE PAYMENT PROGRAM

As Director or Owner of this child care center, or as an in-home provider, I understand and agree to the following guidelines as they relate to the Child Care Payment Program (CCPP).

1. As a child care provider, I shall provide developmentally and culturally appropriate early childhood educational activities, including reading and writing.
2. ALL rates, fees, and discounts charged to CCPP participants must be offered and equal to those charged to non-participants. This means universal application of advertised tuition rates.
3.
4. Parents or authorized parent representatives must use the POS or IVR system to check the child in and out daily AND sign the child in and out every day. I understand that center employees are not considered authorized parent representatives, unless the parent is employed by the provider. I understand that in order to be eligible for payment, sign in/out sheets and attendance from the POS or IVR system must reflect the same information.
5. I understand that in cases where documentation of co-payments and attendance cannot be provided, DECCD shall recoup payments related to these cases.
6. I shall maintain documentation regarding absences and changes in child attendance.
7.
8. I agree to collect co-payment fees each month, maintain documentation of collection, and report non-payment to DECCD. I will deduct the paid co-payment amount from total fees owed before billing parents for services.
9. It is my responsibility to report any changes in ownership, tax identification number, address, phone number, center director, tier status, address, household membership (in home providers only), and licensing to DECCD within 10 days of occurrence.
10. I understand that if I am a Tier 1 provider, the director qualifying for Tier 1 must be on site for a minimum of six hours of the program day in order to receive Tier 1 reimbursement.
11. I agree not to exceed my licensed capacity, or the number of children I am allowed to provide care for.
12. I agree to remain in compliance at all times with any and all regulatory and licensing regulations.
13. I understand that I cannot offer any bribe or payments to any CCPP participants or child care staff to encourage enrollment at my center/home care environment.
14. I agree to report any suspicion of unemployment or school dropout of a CCPP parent to DECCD.
15. I agree to allow unlimited access to the program, including unannounced visits by parents and MDHS representatives, and to furnish reports and/or provide access to information concerning CCPP as requested by DECCD or MDHS representative.
16. As a CCPP approved provider, I understand that my program will be monitored by DECCD, or any representative of the Mississippi Department of Human Services at any time. If it is discovered that I am not in compliance with all applicable regulations, or that I have collected payments for which I was not entitled, recoupments will be made.
17. I understand that if I provide false information, a penalty will be imposed. At first offense, recoupments will be made and a provider may be suspended from participating in the CCPP. At second offense, recoupment will be made and permanent debarment from participating in CCPP will occur. 18. I agree to comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act when center-based and group-home care are provided.

19. I agree that any publicity given to the provider or services provided herein including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the provider shall not identify MDHS as a sponsoring agency nor display any MDHS name or logo in any manner without prior written approval by MDHS. 20. I agree that nothing contained in this Agreement shall be construed to constitute the provider or any of its employees, agents, or subcontractors as a partner, employee, or agency of MDHS, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent entity. I agree to advise any client served under the terms of this Agreement of the independent status of the provider and MDHS. MDHS does not in any way warrant services rendered by the provider. 21. I agree that MDHS and their employees are to be held harmless for any claim growing out of any action performed by the provider and its agents, employees, or any of its subcontractors under any provisions of this Agreement.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below $500, or a felony if the amount received is above $500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

MDHS AGREES:

1. To pay the provider for services rendered in accordance with the terms agreed upon.
2. To provide written notification to the provider of the termination of the family/child.

ALL PARTIES AGREE:

1. That this Agreement may be terminated at any time by MDHS for cause, in whole or in part, for failure of the provider to perform any of the provisions hereof. Should MDHS exercise its right to terminate this Agreement under this Provision, the provider shall be notified in writing with reason and termination date specified.
2. Payment for services under this Agreement are subject to the availability of federal and/or state funding.

_____ _____

Provider Signature Date

Appendix H

BASIC HEALTH, SAFETY, AND NUTRITION ASSURANCES
FOR UNLICENSED CHILD CARE PROVIDERS IN THE
CHILD CARE PAYMENT PROGRAM

Health and Safety

1. Providers and their staff must be in good health, mentally and physically capable of caring for children. Providers must be certified in Infant & Child Cardio Pulmonary Resuscitation (CPR) and basic First Aid. Other persons in the home must be free of any infectious disease.
2. A current Mississippi Department of Health Form 121 Certificate of Immunization must be kept onsite for all providers and children at all times.
3. Sick children and children with contagious conditions must be isolated and returned home as soon as possible. Provider(s) must report infectious disease to the local Health Department. Children should be checked each morning upon arrival for contagious or infectious disease and not admitted if ill.
4. All medications, cleaning agents, poisons, and pesticides must be kept out of the reach of children.
5. Diapers shall be changed upon soiling. No child(ren) should remain in wet or dirty diapers. All providers must wash hands before and after diapering children.
6. Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week. Garbage should be kept in a closed container and out of reach of children.
7. The home must have running hot and cold water, clean toilets, a fire extinguisher, and a first aid kit. A box of baking soda must be kept in the kitchen to help extinguish small grease fires. The home must be kept clean and free of dangerous conditions and all heat sources shielded, and all electrical outlets protected by safety coverings. The home must have a working telephone.
8. There must be clean individual beds, cots, mattresses, or pads provided for each child to use for naps. Linens should be washed and kept clean.
9. No smoking, tobacco use, illegal drug use; including but not limited to cocaine, crack, LSD, marijuana, and/or alcohol, is allowed when children are present. All weapons; including but not limited to guns, arrows, hunting knives etc., on the property should be contained in locked storage and secured from children.
10. Babies must be held while feeding. At no time should infants be propped with a bottle.
11. Children need to be treated with respect, love, and kindness. Smile and talk to children often in normal tones. Encourage and reward good behavior. Harsh tones of voice and humiliation are not to be used with children.
12. No form of corporal or harsh punishment including yelling, slapping or spanking, or total isolation shall be used as discipline measures.
13. Children must be placed in age appropriate vehicle safety restraints when riding in ANY vehicle. The driver shall have a valid driver's license.
14. All children must be supervised by an adult of 18 years or more at all times.
15. Any food/formula that is brought in by the parent to the provider must be stored in the refrigerator and nutritious meals and snacks should be prepared and served daily, using a variety of foods selected from nutritional guidelines that meet the daily needs of all ages served. Also, providers should avoid using foods that cause allergies, as noted by the parent.
16. I certify that I have not been convicted of a felony, nor has my name been placed on the Child Abuse and Neglect Central Registry. I understand that a Form 107 must be complete and updated in order to be an approved provider.
17. I certify that I will never exceed the number of children allowed for care at any time.
18. Parents and must have unlimited access to their child while under my care.
19. All representatives of MDHS must be afforded unlimited access to all records and reports required by representatives of MDHS.
20. I agree to fully cooperate with on-site monitoring visits.
21. I understand that failure to comply with these conditions can result in my debarment from the Child Care Payment Program.

_____ _____Signature of Provider Date

STATE OF MISSISSIPPI
HALEY REEVES BARBOUR, GOVERNOR
DEPARTMENT OF HUMAN SERVICES
Don THOMPSON
Executive DIRECTOR

Appendix I

August 24, 2010

MEMORANDUM NO. 7643

DIVISION OF ECONOMIC ASSISTANCE
TANF

TO County Directors
FROM: Cheryl Sparkman, Director
Division of Economic Assistance

RE: Boys & Girls Clubs - After School and Summer Child Care Services

This memorandum is issued to remind case management staff that after school and summer child care services are still provided by the Boys and Girls Clubs and to update the procedures issued in 2005.

The Boys and Girls Clubs receive funding through the Mississippi Department of Human Services to provide after school and summer child care services for eligible children. TANF parents and caretaker relatives who are interested in these services will be given a verbal referral to the local Boys and Girls Club to arrange child care services for their eligible children. Case managers will inform parents/caretakers that Boys and Girls Clubs charge a registration fee for each child and they will be responsible for paying these fees.

The regular TWP/TCC child care referral process will not apply if the parent/caretaker informs the case manager of his/her choice prior to generating and faxing a CR01, Child Care Referral, to the OCY Designated Agent. In this situation, the case manager will provide a verbal referral and document the case record accordingly via the PACK screen in JAWS. Anytime, after a child care referral (CR01) has been processed, a parent/caretaker chooses a Boys & Girls Club as the child care provider, the OCY Designated Agent will notify the case manager and document the Weekly Recap form accordingly. OCY Designated Agents will not issue a TANF/CCDF child care certificate to a Boys and Girls Club.

County Directors should ensure the Boys and Girls Clubs are included in their county's Resource Directory for after school and summer child care referral purposes.

If you have any questions or need additional information, please contact your Regional

Director. CS :JD:VB:SG:sg

pc: Regional Directors
Jill Dent, Director, Office for Children and Youth

Approved by: CS

PO BOX 352. 750 NORTH STATE STREET JACKSON, MISSISSIPPI 39205 - TELEPHONE (601) 359-4800 www,mdhs.ms.gov

MISSISSIPPI
Form MDHS-DFCS-43-11A
Revised 01/10/2012

REFERRAL FOR CHILD CARE SERVICES FOSTER/PROTECTIVE/PREVENTIVE CARE

Appendix J

****ALL FIELDS ARE REQUIRED FOR PROCESSING****

Child's Name:	**Child's DOB:**	**MDHS Case No:**
Child's Social Security #:	**Child's Medicaid #:**	**MDHS Case Type*:**
Social Worker Name & Signature:	**Date of Referral:**	**Does this child have special needs?**
Child Ethnicity:	☐ American Indian or Alaskan Native ☐ Black or African American ☐ White or Caucasian	☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino (If yes, also check one of the above)

Section B: Parent/Placement Guardian Information

Parent/Placement Guardian Name:	**Address & Phone # & County:**	**Parent/Guardian DOB & SSN:**
Parent/Placement Guardian Email:	**Parent/Placement Guardian Ethnicity:** ☐ American Indian or Alaskan Native ☐ Black or African American ☐ White or Caucasian	☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino (If yes, also check one of the above)

Section C: Type of Care Requested

Please indicate the days of the week and the hours for which care is needed. **Example:** ☒ **Monday From 7:00 AM To 5:30 PM**

☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday	☐ Saturday	☐ Sunday
From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM	From ____ AM PM To _____ AM PM

Section D: Requested Care Provider

Name of Provider:	**Provider Address:**	**Phone #:**	**Date Care Begins:**

***ELIGIBLE CASE TYPES**

PROTECTIVE AND PREVENTIVE CASES: COURT ORDERED CASES IN WHICH A FORMALIZED PLAN FOR RESOLVING DYSFUNCTIONS IS PUT IN PLACE ALONG WITH THE PROVISION OF SUPPORT SERVICES FOR STABILIZATION OF THE FAMILY, OR FAMILY PRESERVATION SERVICES ARE BEING PROVIDED TO THE FAMILY.

OR

PLACEMENT CASES: COURT ORDERED IN CUSTODY OF MDHS AND PLACED IN A LICENSED RESOURCE HOME OR WITH AN APPROVED RELATIVE. THE RESOURCE FAMILY OR APPROVED RELATIVE NEEDS SUPPORT SERVICES.

PARENT/GUARDIAN STATEMENT OF AGREEMENT

I agree to report to DECCD changes in any of the following within ten (10) days:

- Income
- Address or phone number
- Child Care Provider

I understand that:

1. if the selected child care provider charges more than the program reimbursement rate, I will be responsible for paying that difference, and that failure to pay this amount may result in provider discontinuing service.
2. if I change providers, I am required to report this change two weeks in advance to DECCD, and that failure to do so will delay payment to a new provider.
3. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified.
4. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double-pay for my child.
5. if my child is absent for three (3) consecutive days, I am to contact the child care provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed.
6. if my child is absent for more than two weeks, I am responsible for payment to the provider. If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider
7. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care. (NOTE: If this occurs, the provider may charge me for time not covered by my certificate).
8. that payments for care cannot be made to another person living in the same household as my child, or the biological parent of the child.
9. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.
10. failure to comply with Child Support will result in termination of my certificate(s
11. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below $500, or a felony if the amount received is above $500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.

_____

Parent/Guardian Signature Date

Appendix K
Rev 11/11

NOTIFICATION OF TERMINATION OF CHILD CARE SUBSIDY SERVICES
(FOSTER, PROTECTIVE, PREVENTIVE SERVICE)

NAME OF CHILD: _____

DATE OF
BIRTH:_____

NAME OF PARENT/GUARDIAN: _____

ADDRESS: _____

PHONE NUMBER: _____

COUNTY AND CODE: _____

CHILD'S SOCIAL SECURITY #: _____

CHILD'S MEDICAID #: _____

There is no longer a need for child care services for the above named child and the case has been closed. The client is therefore no longer eligible for services.

DATE OF CASE CLOSURE:
_____

MDHS SOCIAL WORKER: _____

DATE: _____

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

APPLICANT INFORMATION

Name:

Gender:	Race**:	Date of Birth:	SSN*:

Are you enrolled in an educational program full time?
☐ Yes, please select ☐ High School ☐ GED ☐ College ☐ Other: _____
☐ No
Are you a deployed member of the National Guard? ☐ Yes ☐ No

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Never Married

Physical Address:

City:	State:	ZIP Code:

Home Phone:	Cell Phone:	Work Phone:

Email Address:

Is mailing address the same as the physical address? ☐Yes If no, complete section below.

Mailing Address:

City:	State:	ZIP Code:

CHILD INFORMATION

Child 1 First Name:	Middle Name	Last Name:
DOB:	SSN*:	Gender:

Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No

Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*	Hours of Care Needed:: (Check all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm
Child's Father lives in the home? ☐ Yes ☐ No	Child's Mother lives in the home? ☐ Yes ☐ No

Child 2 First Name:	Middle Name	Last Name:
DOB:	SSN*:	Gender:

Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No

Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*	Hours of Care Needed:: (Check all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm
Child's Father lives in the home? ☐ Yes ☐ No	Child's Mother lives in the home? ☐ Yes ☐ No

Child 3 First Name:	Middle Name	Last Name:
DOB:	SSN*:	Gender:

Race:	Ethnicity**: ☐ Hispanic ☐ Non Hispanic	Does your child have special needs? ☐ Yes ☐ No Is there a court order for visitation for this child? ☐ Yes ☐ No

Days Care is Needed: (Check all that apply) ☐ Monday-Friday ☐ Saturday ☐ Sunday ☐ Nighttime care *Night & Weekend care is only allowed when proof of evening work/school schedule is provided.*	Hours of Care Needed:: (Check all that apply) Monday-Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm
Child's Father lives in the home? ☐ Yes ☐ No	Child's Mother lives in the home? ☐ Yes ☐ No

*The absence of this information cannot be a basis to deny eligibility.
**MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.
*** Use additional forms as needed to provide information for all children.

HOUSEHOLD MEMBERS

Please provide information about all other persons living in the home NOT previously listed on this application.

Name:	Gender:	Relationship to Parent/Guardian:

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

Name:	Gender:	Relationship to Parent/Guardian:
Name:	Gender:	Relationship to Parent/Guardian:

INCOME INFORMATION

Self:			
Name of Employer 1:	Gross Pay Received:	How Often? ☐ Weekly ☐ Twice Monthly	☐ Bi-Weekly ☐ Monthly
Name of Employer 2:	Gross Pay Received:	How Often? ☐ Weekly ☐ Twice Monthly	☐ Bi-Weekly ☐ Monthly
Parent Social Security Income Monthly Amount:			
Spouse:			
Name of Employer 1:	Gross Pay Received:	How Often? ☐ Weekly ☐ Twice Monthly	☐ Bi-Weekly ☐ Monthly
Name of Employer 1:	Gross Pay Received:	How Often? ☐ Weekly ☐ Twice Monthly	☐ Bi-Weekly ☐ Monthly
Spouse Social Security Income Monthly Amount:			

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)
   1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
   2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
   3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
   4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:
   1. You must submit verification from school Principal indicating full-time enrollment.
   2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.

   NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:
   1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
   2. If you are also working, check stubs must be submitted. See Section A for instructions.

   *NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:
   1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
      - If your child is already on the program, you do not need to submit this again.
      - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
   2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
   3. Child Support. See instructions on the Verification of Child Support Services form.
   4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

☐ I certify that the above information is true and correct. _____

Signature & Date

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

Appendix M
Rev 11/11

Monthly Child Care Co-Payment Fees for Parents

TANF, TCC Clients and children in foster care or protective services and children receiving SSI benefits should be assessed a co-pay of $10.00 per month.

Annual Gross Family Income Range		Family of 2	Family of 3		Family of 4		Family of 5		Family of 6	
From	**to Under**	**1**	**1**	**2**	**1**	**2**	**1**	**2**	**1**	**2**
0	9,999	10	10	20	10	20	10	20	10	20
10,000	10,999	18	13	23	10	20	10	20	10	20
11,000	11,999	27	22	32	17	27	12	22	10	20
12,000	12,999	35	30	40	25	35	20	30	15	25
13,000	13,999	43	38	48	33	43	28	38	23	33
14,000	14,999	52	47	57	42	52	37	47	32	42
15,000	15,999	60	55	65	50	60	45	55	40	50
16,000	16,999	**68**	63	73	58	68	53	63	48	58
17,000	17,999	77	72	82	67	77	62	72	57	67
18,000	18,999	85	80	90	75	85	70	80	65	75
19,000	19,999	93	88	98	83	93	78	88	73	83
20,000	20,999	102	**97**	**107**	92	102	87	97	82	92
21,000	21,999	110	105	115	100	110	95	105	90	100
22,000	22,999	118	113	123	108	118	103	113	98	108
23,000	23,999	127	122	132	**117**	**127**	112	122	107	117
24,000	24,999	135	130	140	125	135	120	130	115	125
25,000	25,999	143	138	148	133	143	128	138	123	133
26,000	26,999	151	147	157	142	152	137	147	132	142
27,000	27,999	159	155	165	150	160	**145**	**155**	140	150
28,000	28,999		163	173	158	168	153	163	148	158
29,000	29,999		172	182	167	177	162	172	157	167
30,000	30,999		180	190	175	185	170	180	165	175
31,000	31,999		188	198	183	193	178	188	**173**	**183**
32,000	32,999		196	206	192	202	187	197	182	192
33,000	33,999		204	214	200	210	195	205	190	200
34,000	34,999		212	222	208	218	203	213	198	208
35,000	35,999				217	227	212	222	207	217
36,000	36,999				225	235	220	230	215	225
37,000	37,999				233	243	228	238	223	233
38,000	38,999				241	251	237	247	232	242
39,000	39,999				249	259	245	255	240	250
40,000	40,999				257	267	253	263	248	258
41,000	41,999						262	272	257	267
42,000	42,999						270	280	265	275
43,000	43,999						278	288	273	283
44,000	44,999						266	296	282	292
45,000	45,999						294	304	290	300
46,000	46,999						302	312	298	308
47,000	47,999						310	320	307	317
48,000	48,999								315	325
49,000	49,999								323	333
50,000	50,999								331	341

Availability is limited to those families earning 85% or less than the SMI.

Boldface figures represent 50% SMI.

Family size of seven (7) or more should be treated the same as a family of six (6).

Effective: October 1, 2004

Appendix N
Rev 11/11

DECCD Provider Reimbursement Rates

Licensed Centers/Group Child Care Homes	Tier 1	Tier 2	Tier 3
Full-Time			
0-12 mo	86.52	78.28	
13-36 mo	82.40	75.19	
3-5 years	78.28	72.10	
Summer 5-13 years	76.00	71.07	
Special Needs (all ages)	91.00	85.49	
Part-Time			
0-12 mo	43.26	39.14	
13-36 mo	42.23	38.11	
3-5 years	40.17	36.05	
5-13 years	46.35	42.23	
Special Needs (all ages)	47.38	43.26	
Family Child Care Homes/In-Home Child Care	**Tier 1**	**Tier 2**	**Tier 3**
Full-Time			
0-12 mo	62.83	56.65	45.32
13-36 mo	59.74	54.59	43.26
3-5 years	56.65	51.50	41.20
Summer 5-13 years	55.62	50.47	40.17
Special Needs (all ages)	66.95	60.77	48.41
Part-Time			
0-12 mo	31.93	28.84	22.66
13-36 mo	30.90	27.81	22.66
3-5 years	28.84	25.75	20.60
5-13 years	28.84	25.75	20.60
Special Needs (all ages)	33.99	30.90	24.72

Appendix O
Rev. 11/11

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD ABUSE AND NEGLECT CENTRAL REGISTRY CHECK

Return to DECCD.

NOTE: Incomplete or unsigned forms will be returned unprocessed.

1. IN-HOME PROVIDER	PHYSICAL ADDRESS, IF DIFFERENT THAN MAILING ADDRESS
NAME _____	_____
MAILING ADDRESS _____	COUNTY OF RESIDENCE _____
CITY _____ ZIP	PHONE _____ (Home) _____ (Cell)

2. **PLEASE LIST ALL PERSONS LIVING IN THE HOME OVER 18, relative and non-relative**

NAME (LIST YOURSELF FIRST)	SEX	BIRTH DATE	RELATION TO YOU	SOCIAL SECURITY NUMBER	SIGNATURE & DATE
1.			SELF		
2.					
3.					
4.					
5.					

By signing this form, I give the Mississippi Department of Human Services, Division of Early Childhood Care & Development permission to request an MDHS Child Abuse And Neglect Central Registry back ground check. I understand that this information will only be used for determining provider eligibility and will not be re-disseminated to other persons or used for other purposes. I understand that if I fail to accurately report **ALL** persons over the age 18 living in the home, I may be suspended/barred from participation in the certificate program.

This section will be completed by MDHS

_____ No identifying information was found in the Central Registry
_____The following information was found in the Central Registry (attached)

_____ _____
Signature of MDHS Representative Date

PROVIDER REPORT OF UNDERPAYMENT FORM

DECCD Mississippi Child Care Payment Program

INSTRUCTIONS

12. All requests for adjustments to providers due to underpayment by DECCD must be submitted on this form.
13. All forms must be typewritten or printed in ink.
14. Copies of all supporting documentation must be included with this form.
15. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.
16. This request form must be submitted within ten days of receipt of incorrect payment in order to be considered for adjustment.
17. The reason for request must be clear and detailed.
18. This form must be signed by an authorized representative.
19. The child care provider is responsible for including copies of all sign in and out sheets needed to support their report.
20. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no adjustments will be made.
21. Use additional forms as needed.
22. Return this form to:

    DECCD
    P.O. Box 352
    Jackson, Mississippi 39202

SECTION I: PROVIDER INFORMATION

Provider/Center Name		
Provider/Center ID Number:	Provider Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:

SECTION II: REASON FOR REQUEST

SECTION III: ADJUSTMENT REQUEST

Child Name:	Month of Care:	Days missing from payment

Signature of Authorized Representative	Date

PROVIDER REQUEST FOR CHILD INFORMATION CORRECTION FORM

DECCD Mississippi Child Care Payment Program

INSTRUCTIONS

9. All requests for corrections of child information must be submitted on this form.
10. All forms must be typewritten or printed in ink.
11. Copies of all supporting documentation must be included with this form.
12. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.
13. This form must be signed by an authorized representative.
14. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no corrections will be made.
15. Use additional forms as needed.
16. Return this form to:

    DECCD
    P.O. Box 352
    Jackson, Mississippi 39202

SECTION I: PROVIDER INFORMATION

Provider/Center Name		
Provider/Center ID Number:	Provider Phone Number:	
Mailing Address:		
City:	State:	ZIP Code:

SECTION II: CHILDREN MISSING FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:	Parent Name:	Date Care Began:

SECTION III: CHILDREN TO BE REMOVED FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:	Parent Name:	Date Care Began:

SECTION IV: CHILDREN WITH INCORRECT REIMBURSEMENT RATES

Child Name:	Current Rate:	Corrected Rate:

SECTION V: CHILDREN WITH INCORRECT CARE STATUS (FT VS FT/PT)

Child Name:	Current Rate	Corrected Rate:

SECTION VI: OTHER CORRECTIONS NEEDED

Child Name:	Correction Request:

Signature of Authorized Representative	Date