

DIVISION OF CHILD CARE



**FAMILY SUPPORT
UNIT**

Mission Statement



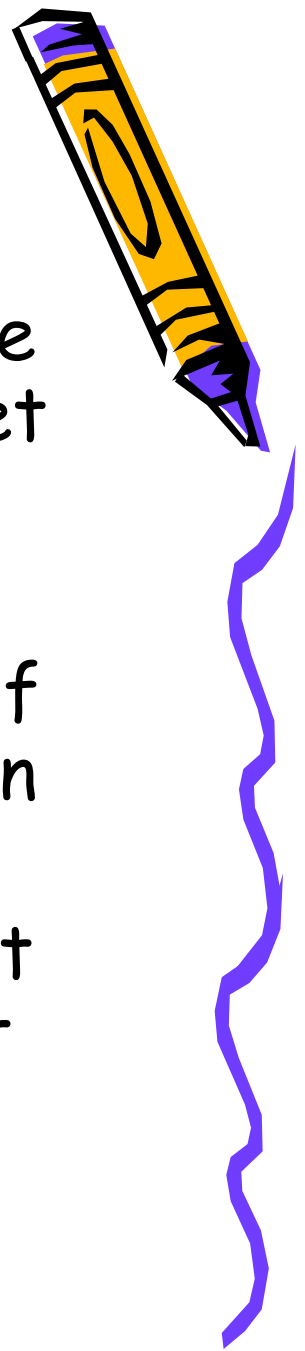
The mission of Child Care Assistance Program is to assist families striving towards self-sufficiency with their child care needs by providing resource information and referrals. In carrying out this mission, it is our goal to provide quality child care assistance in a timely and courteous manner, focus on the individuals' dignity and self-respect, maintain parental choice, guard the integrity of the program and recognize employees' achievement.



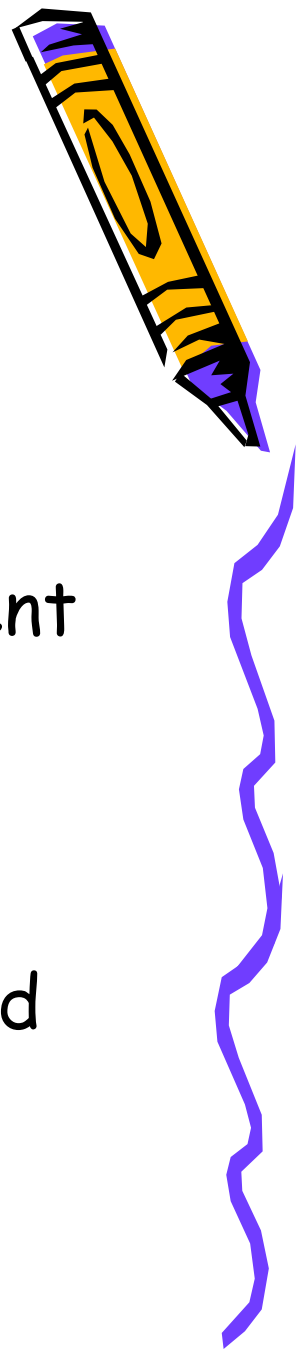
Provider Participation

To participate in the Child Care Assistance Program, a child care provider must meet all of the following conditions:

- Licensed or registered by the Division of Child Care and Early Childhood Education and attend required provider training
- Agree to comply with the regulations set out in the Child Care System Participant Agreement (Form DHS-9800)



Provider Participation



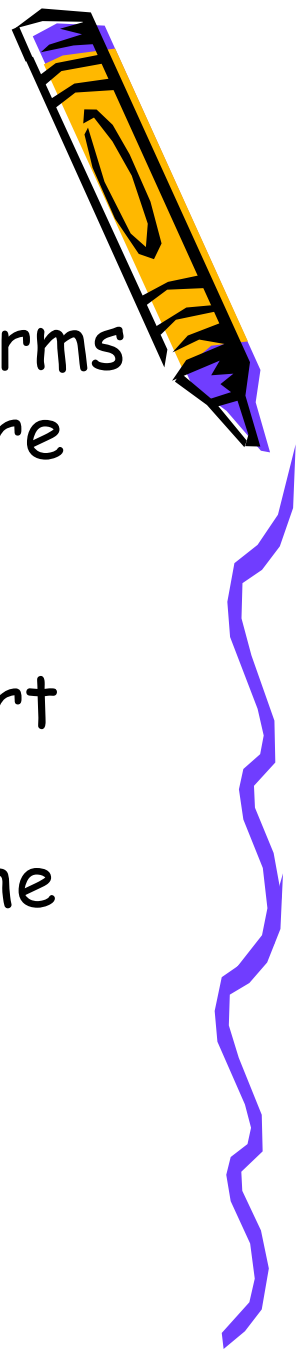
In addition, providers must have the following forms on file with DHS:

- Child Care System Participant Agreement (Form DHS-9800)
- Request for Taxpayer Number and Certification (Federal Form W-9)
- Contract and Grant Disclosure and Certification Form (State Forms F-1 and F-2)



Provider Participation

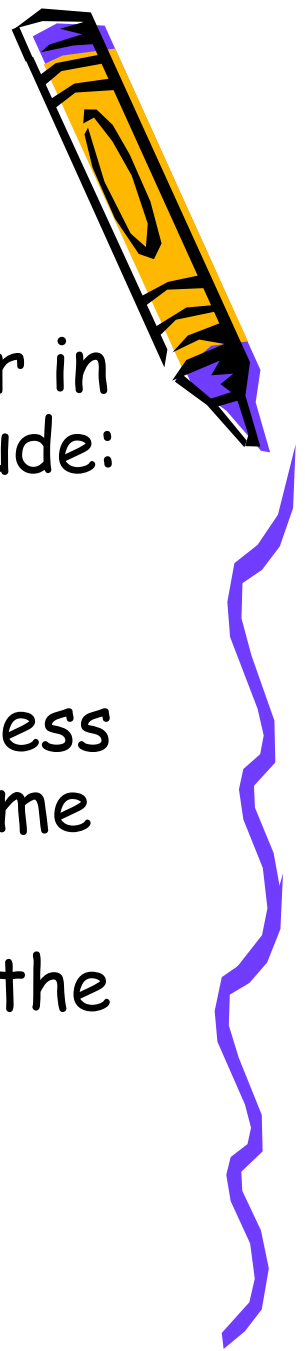
If a provider needs any information or forms concerning participation in the Child Care Assistance Program, the provider may request a participant packet from the CCES in their area or the Family Support Unit in Little Rock. This packet will contain all the necessary information the provider needs to become a voucher participant.



Provider Participation

Persons who are ineligible to be a provider in the Child Care Assistance Program include:

- Parent's, step-parent's, custodian's or legal guardian's of the Children regardless of whether or not they reside in the same household with the child
- Any member of the household in which the children resides.



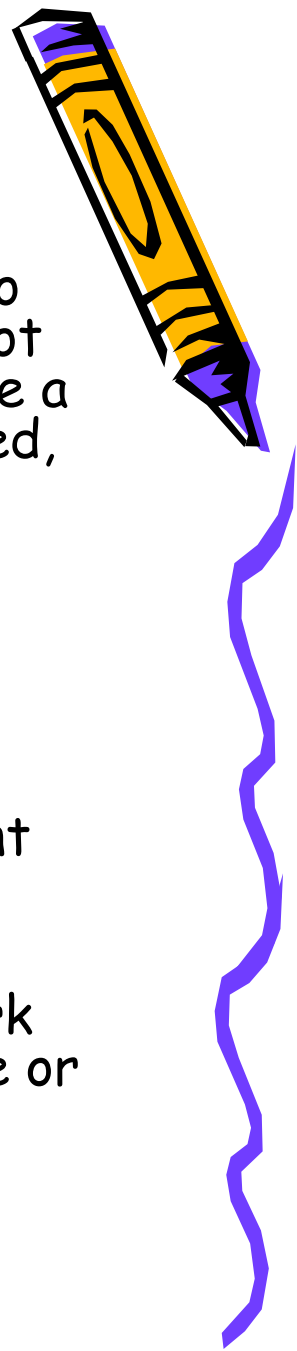
Provider Participation



Separate household status will not be allowed for providers and clients who reside in the same household. This policy is not meant to include a child care facility that employs the parent of the children as long as the owner or director is not the parent of an otherwise eligible child



Provider Participation



A Child Care Family Home (CCFH) will not be paid by DHS to keep the children of a secondary caregiver if they are not required by licensing or registration requirements to hire a secondary caregiver. If a secondary caregiver is required, and the provider hires a recipient of the Child care Assistance Program to be this caregiver, the Licensing Specialist must verify the following:

- A secondary caregiver is required
- The secondary caregiver is needed to care for other children than the client's own children
- The client's own children comprise less than fifty percent (50%) of the CCFH's current attendance.

DHS will not pay child care for a parent who is hired to work as a secondary caregiver in a Voluntary Registered Home or a Relative/In-Home Child Care Provider



Provider Exclusions

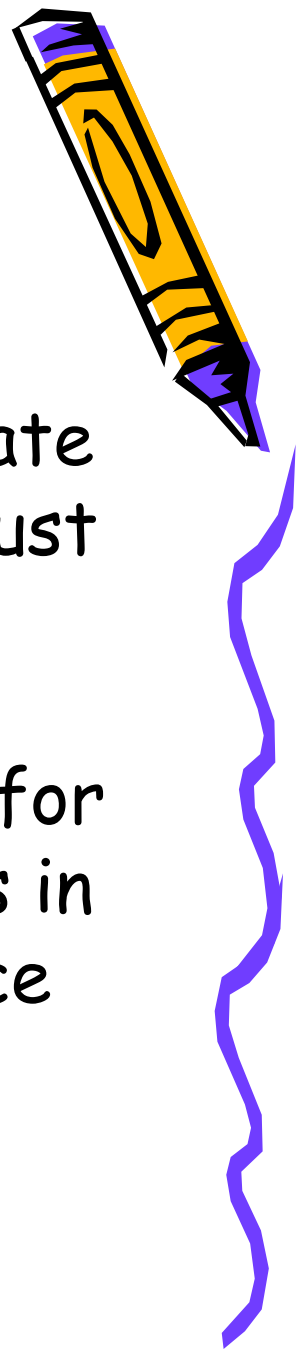


DHS may exclude any provider from participation in DHS programs based upon non-compliance with DHS policy. Any provider who submits falsified records or participates in any form of fraud will be subject to exclusion. The procedure for provider exclusion is outlined in DHS Policy 1088



Provider Training

Child Care Providers who wish to participate in the child Care Assistance Program must attend an approved voucher provider training session. DCC-ECE may, at its discretion, mandate additional training for providers at any time, including changes in provider staff or as part of a compliance action.



County Rate Caps



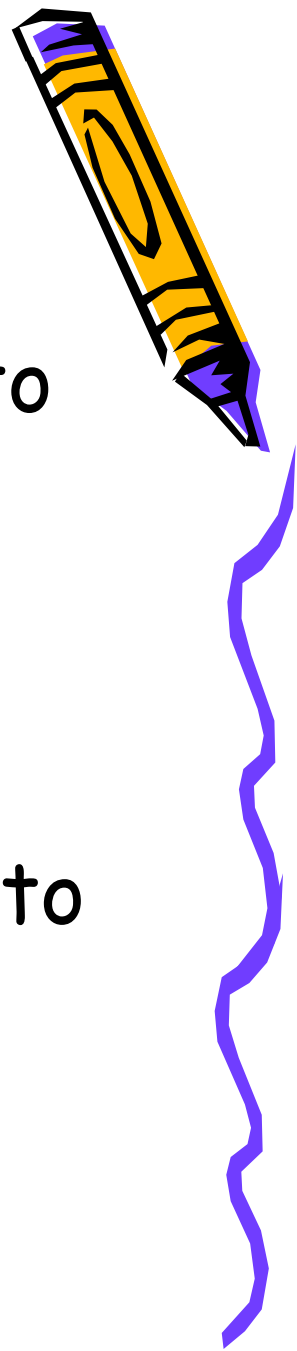
The Division collects market rates from licensed child care centers and child care family homes in each county. A computer program analyzes the reported rates for each:

- Type of service (Full-Time, Part-Time, Half-Time, Nights and Weekend)
- Type of license (Infant/Toddler Center, Relative Provider, Child Care Center, Child Care Family Home, Registered Homes)
- Age-type (Infant, Toddler, Preschooler, School-age)



County Rate Caps

Providers may submit rate changes to DHS at any time. However, rate changes will only affect authorizations keyed after the change is submitted. A current authorization will not be re-keyed to accommodate a rate change.



County Rate Caps



A rate cap for each county is calculated, based on the 75th percentile. Twenty-five percent (25%) charge more than the established rate cap for that particular county and 75% charge the rate cap or less. DHS will pay whichever is less: the provider's rate or the rate cap. Note: If there are less than three(3) facilities in a county that provide a certain type of care, then the contingent county's rates will be used to establish a rate cap.



Available Programs

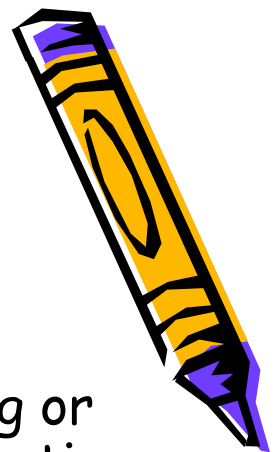
Low- Income:

The Low Income program serves families who are working or going to school full-time. Families receive an authorization for care, which entitles them to free or reduced fee childcare services at a state registered or licensed provider of their choice, who are able to accept vouchers. The Low Income program is only available through the Family Support Unit.

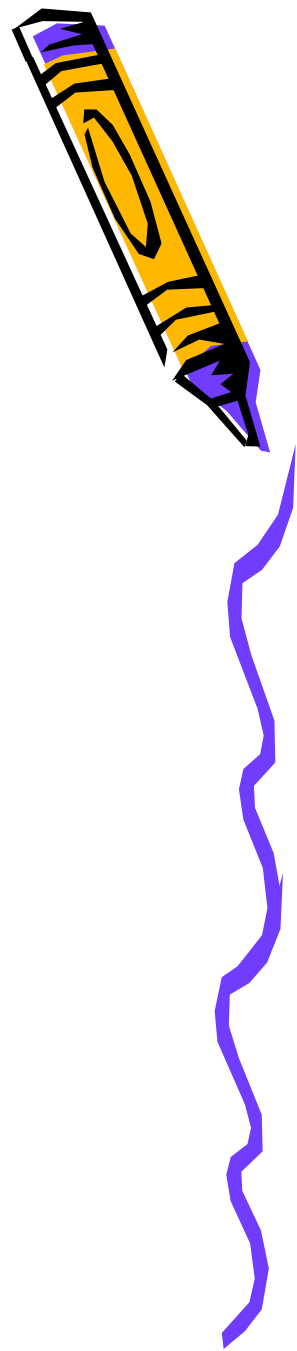
More information is available at:

1-800-322-8176

<http://www.arkansas.gov/childcare>



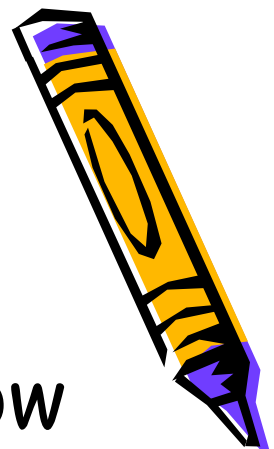
Am I Eligible for Low-Income Assistance?



- To be eligible for assistance, each adult in the household must be:
 - Working a minimum of 30 hours per week
 - Attending school full-time
 - Working and attending school a combined total of 30 hours per week



Am I Eligible for Low-Income Assistance?



- Household income must be at or below 60% of the State Median Income
 - Based on family sized
 - For a family of 4 the total household income must be at or below 2,695.20
 - To determine how many hour per week a part-time student must work:
 - Multiply the number of semester hours by 2 and subtract from 30
 - Example $6 \text{ semester hrs.} \times 2 = 12$
 - $30 - 12 = 18 \text{ work hrs required}$



Available Programs

TEA/ESS:

Childcare assistance may also be available to families through the Transitional Employment Assistance (TEA) program or Extended Support Services (ESS). TEA and ESS services are provided by the Division of Workforce Services. To see if you qualify for TEA/ESS assistance, please call Workforce Services at:

1-800-482-8988
TDD 1-501-6828820

NOTE: All case heads have a combined lifetime maximum of 60 months (5 years) of services per household.

