

CHILD CARE PROVIDER RESPONSIBILITIES AND INFORMATION PROVIDERS NEED TO KNOW

Child Care facility owners may authorize another individual to act for and as a representative of the owner. This is the "Authorized Agent." An authorized agent understands they must remain in compliance with program rules and requirements. The owner assumes responsibility for compliance with program rules and requirements, penalties, and repayment of any overpayments.

Your Responsibilities: As a provider participating in the Child Care Assistance Program (CCAP), I agree to respect and maintain the confidentiality of families participating in the CCAP and understand that I must not discriminate against such families on the basis of race, color, national origin, religion, sex, age, or handicap. I further understand that:

1. I must have a valid *Child Care Assistance Authorization* document before I bill the State of Alaska for services provided to CCAP families. Charges for services that are not on the *Child Care Assistance Authorization* document are the responsibility of the family and I understand cannot be billed to the State.
2. The rate charged to CCAP families must be the rate I have provided on the *Child Care Provider Rates and Responsibilities* form and may not be higher than the rate I charge non-CCAP families for the same service.
3. I must provide written notice of any rate and policy changes to CCAP families and the appropriate child care assistance office at least 30 days before the effective date. New rates become effective the 1st day of the month following the thirty (30) day notice.
4. *Monthly Billing Forms* for July through April, must be submitted within 90 days after the last day of the month child care services were provided. For the months of May and June, the *Monthly Billing Forms* must be submitted no later than July 31st. Payment will be denied if submitted outside these timeframes.
5. I must give at least a fourteen (14) day written notice of my intent to terminate services to CCAP families and the appropriate child care assistance office, except upon mutual written agreement between the family and myself.
6. I must maintain my status as a licensed, certified, or approved provider in order to receive CCAP payments.
7. I must retain for a period of three years, and make available for inspection during normal business hours:
 - All required state and local permits and/or licenses for operation of a child care business;
 - A copy of all rates and responsibilities forms;
 - A copy of all monthly child care billing statements; and
 - daily attendance records that reflect the time children are in care.
8. I must cooperate with the department for purposes of monitoring reviews, inspections, or investigations to determine my compliance with program regulations. Cooperation includes allowing access: to the premises where child care services are provided; all relevant records; and to children for purposes of conducting interviews.
9. I must report any changes in circumstances that may affect program participation eligibility within ten (10) days of the change. If a licensed child care provider, changes must be reported to my licensing specialist and the local child care assistance office.

Penalty Warnings

Overpayment of Benefits: If the state or local child care assistance office determines there is reasonable evidence supporting payments were made to you incorrectly, steps will be taken to: reduce or withhold future payments; establish a repayment schedule; or take other corrective action including but not limited to suspension or termination from participation in the program. An incorrectly obtained payment means child care assistance payments received by a provider that he or she was not entitled to or that were received while in noncompliance with a program requirement.

Sanctions for Non-Compliance: The following is a list of examples which may lead to corrective actions including but not limited to suspension or termination of program participation:

1. Refusing to maintain status as an eligible provider;
2. Providing false or misleading information or withholding necessary information that results in an incorrect determination of eligibility or an incorrect payment of program benefits;
3. Refusing to provide child care services that conform to the applicable requirements of 7 AAC 57 or 7 AAC 41; if the nonperformance places the health, safety, or welfare of the children in care at significant risk;
4. Refusing to maintain records required by the CCAP and/or refusing to provide or allow access those records during scheduled business hours;
5. Refusing to comply with the requirements related to rates charged in accordance with 7 AAC 41.245;
6. Falsifying attendance records to reflect a higher amount of time a child was in care than actually occurred;
7. Refusing to comply with any repayment plan, or to cooperate with the development of the plan;
8. Failing to comply with any compliance action, plan of correction, corrective action plan, or to cooperate with the establishment of the plan; and
9. Failing to cooperate with a representative of the Department of Health and Social Services for purposes of inspections or investigations to determine compliance with CCAP requirements.

Fraud

You may be prosecuted or otherwise sanctioned if you knowingly give false, incorrect or incomplete information to obtain or try to obtain Child Care Assistance Program payments you are not eligible for, or to help someone else obtain payments for which they are not eligible. If you are found to have committed an intentional program violation or are convicted of defrauding the Child Care Assistance Program, you may be disqualified from program participation and obligated to repay any amounts attributable to the intentional program violation or fraudulent act(s), in addition to any applicable criminal penalties.