



**U.S. Department of Agriculture
Child Care Subsidy
Administration Program
Provider Handbook**

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Statement of Understanding**

Table of Contents

- ◆ Department/Agency Child Care Subsidy Programs Administered by the USDA
- ◆ Introduction
- ◆ Requirements for Child Care Providers
- ◆ Program Responsibilities
 - Provider Responsibilities
 - Family Child Care
 - Center Based Child Care
 - Federal Based Child Care
 - Parent Responsibilities
 - USDA Child Care Subsidy Administration Program Responsibilities as the Third Party Administrator
 - Department/Agency Responsibilities
- ◆ Child Care Qualifications: Full Time vs. Part Time
- ◆ Child Care Subsidy Benefit Important Facts
- ◆ Registration/Program Fees
- ◆ Child Care Subsidy Program Billing/Payment Process
 - Billing Errors
 - Payment Reconciliation
- ◆ Statement of Understanding*

**This page must be completed, signed and returned to the USDA Child Care Subsidy Administration Program to activate your program as a qualifying child care Provider who is eligible to receive Child Care Subsidy Benefits.*

How to contact us:

U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
2300 Main Street—2SE
Kansas City, MO 64108
Phone: 866-508-0371
Fax: 816-823-5499
Email: childcareprovider@gsa.gov

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

Department/Agency Child Care Subsidy Programs Administered by the USDA:

- U.S. Coast Guard (USCG) - Members must be in an Active Duty Status for a minimum of 180 days in order to qualify. Civilian Employee and Contractors do not qualify.
- General Services Administration (GSA) - Employee must be a federal employee, contractors do not qualify
- National Park Service (NPS) - Employee must be a federal employee, contractors do not qualify
- U.S. Customs and Border Protection (CBP) - Employee must be a federal employee, contractors do not qualify

Introduction

The Child Care Subsidy Programs that the USDA Child Care Administration Program administers were created to assist USCG Members and income qualified Federal Employees with the cost of child care. Once a Member/Employee is approved for Child Case Subsidy (CCS) Benefits, the program allows the Family to pay reduced child care costs. Child Care Providers throughout the United States and Puerto Rico who meet their state's licensing, registration or Accreditation rules may qualify to become a participating Child Care Provider eligible to receive Child Care Subsidy Benefits for eligible Families. Providers and Parents must apply via the U.S. Department of Agriculture (USDA) and each party's eligibility will be determined based upon the Member's Department/Employee's Agency program guidelines.

- Members/Employees are financially responsible for **all** child care costs until they have been notified via email of their approval for a CCS benefit. (Please note that not all Members/Employees who apply for a Child Care Subsidy Benefit are approved).
- Members/Employees are required to pay a portion of their child care costs directly to their Child Care Provider once approved for a CCS Program Benefit
- The parent rate (parent's portion) and the amount of the Child Care Subsidy Benefit will equal the total Provider rate.

Requirements for Child Care Providers

Child Care Providers must meet one of the following requirements:

- Be State licensed, or
- Be Registered in the state in which your Child Care Program operates, or
- Be Accredited

Child Care Providers have 30 days to complete the application process from the date of the USDA's initial request for documents and information.

*Care provided in the home where the Family/child resides is **not** authorized under any Child Care Subsidy Program guidelines.*

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

Program Responsibilities

Once you determine that you may qualify for participation based upon the criteria above, you may apply to become a qualifying Child Care Provider under the Child Care Subsidy Programs (CCSP) that the USDA administers. The responsibilities listed below are to ensure that Child Care Subsidy benefit Program guidelines are adhered to based upon the intent of these programs.

The responsibilities for each party are outlined below.

Provider Responsibilities:

- 1) All Providers must meet the Child Care licensing and/or Accreditation requirements for the type of child care business they operate in order to potentially become a qualifying Child Care Provider under the CCSP'S that the USDA administers. The following types of child care programs are accepted under each of the program guidelines:

Family Child Care:

Family child care is home-based care provided for a portion of the day in a private Family home for compensation on a regular, ongoing basis and must be inhabited by the Family/individual that is providing care. States limit the Provider's hours of operation and number of children who can be cared for in a home environment. Family child care providers must be licensed by the state in which they operate meeting all basic training in first aid, safety, and child care, child abuse and neglect prevention as applicable in order to obtain and maintain their license.

Center Based Child Care:

Commercial child care centers/day care centers provide child care in a group setting for a set number of hours and provide standardized and regulated care. There are planned educational activities and children may be grouped by age or placed in mixed age groupings. Day care centers are licensed to provide care for infants, toddlers, and/or pre-school age and they are usually open all day. Classes are usually largest in this type of care; ratios of children to adult caregivers will vary according to state licensing requirements.

Federal Based Child Care:

Some Federal agencies sponsor on-site child care centers for their employees and families seeking to use this type of child care. The space at federal child care centers may be available to non-federal employees; however, priority for child care services will be given to federal employees.

Please note that the U.S. Coast Guard Child Care Subsidy Program benefit offered through the USDA is not available to Members who are using a USCG Child Development Center (CDC) or a Department of Defense (DOD) Child Development Center as the Member is currently paying child care rates that are comparable or equal to this program benefit.

- 2) Meet program rules and requirements in order to receive a Child Care Subsidy Benefit.
- 3) Keep complete and accurate attendance records according to licensing and accreditation regulations and/or contract requirements. Maintain records for future reference as needed.
- 4) Bill for the Child Care Subsidy using the USDA issued Invoice & Attendance Billing Form as provided on or after the 15th of every month as instructed on the form.
- 5) Submit to the program administrator (USDA), any changes/updates to status as a Licensed and/or Accredited Child Care Provider.

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

- 6) Provide timely notification if/when a Member/Employee's child or children have left care. Notification must be accomplished by placing a "T" on the Child's Invoice & Attendance Record on their last day of care or by sending an email to childcareprovider@gsa.gov informing this office of the Child's final day of care.
- 7) Submit a properly completed Family Enrollment Provided Cost Verification Form 2015-01 to the USDA if/when a Member/Employee's child's rate and/or attendance changes no later than 15 days **prior** to the change.
- 8) Providers may submit **one rate** change per year and will be required to notify the USDA at least 15 days **prior** to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes not associated with an attendance change or when the child ages up will not be processed.
- 9) Must submit Invoice & Attendance records to the USDA that are properly completed and contain original signature of the Member/Employee, Spouse or POA along with an original signature of a representative of the Child Care Center for payment on or after the 15th of every month. Invoices not properly completed and submitted to the USDA within 3 months of the period of service, will be considered void and will not be honored for payment. The 3 month period begins with the first day following the month in which child care was provided.
- 10) The Member or their Child Care Provider will prepare a new invoice each and every month for submission to the USDA. Each invoice must contain an original signature of a program representative along with that of the Member/Employee, or POA. If the USDA determines that that the signature on an invoice submitted for payment is a photocopy, the USDA will not accept the document for payment as this would be in direct violation of the Child Care Subsidy Program's payment policy and will not be authorized for payment. For Providers who receive notification that an invoice has been deemed to have a photocopy of the Provider and/or Member/Employee's signature, the invoice must be resigned and submitted to the USDA for payment.
- 11) Due to the 90 day timeframe in which invoices must be received and paid, the individual who submitted the invoice (Provider **or** Member/Employee) should contact the Agency Representative if an invoice has been returned more than one time for errors/issues.
- 12) Providers are required to complete the Annual Recertification process when instructed to do so by the USDA Subsidy Administration Section. Failure to comply with this request will result in the Providers removal from the program for non-compliance and Families who attend will be given the option to remain at the Provider and will no longer qualify for benefits or change Providers to one that is currently participating, or one who is willing to enroll to become a qualifying Child Care Provider.

Parent Responsibilities:

- 1) The Member/Employee will be financially responsible for **all** child care costs until their application for child care subsidy benefits has been approved.
- 2) Complete the application process ensuring that all required forms have been submitted to the USDA within the established timeframe in order to determine eligibility.
- 3) Member/Employees have 30 days to complete the application process. Failure to provide all required documents with 30 days will result in the application being declined for non-compliance to complete the application process within 30 days.

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

- 4) Meet program guidelines and use a qualifying Child Care Provider.
- 5) Review and sign the USDA Invoice/Attendance form each and every month to ensure accuracy and request payment. Photocopies or stamps of a Member and/or Child Care Provider's signature will not knowingly be accepted for payment.
- 6) Pay the Member/Family portion of child care costs directly to the Child Care Provider.
- 7) Make payment arrangements for child care needed for, but not limited to the following:
 - a. Personal reasons that are not authorized
 - b. Late Fees
 - c. Extracurricular Activities
 - d. Any additional fees charged to the Family that are not included within the standard monthly child care cost
- 8) Report any change to their child care needs immediately to the program administrator (USDA) and their Child Care Provider in writing to include the effective date of the change.
- 9) Report immediately to the Provider and the USDA in writing any changes in:
 - Their Family's size, such as the birth or adoption of a child or someone moving in or out of the household
 - Work, training, or education schedule to include summer breaks and maternity leave
 - Their Family's address or telephone number (work and home)
 - Their Family's legal obligation to pay child support
 - Any change in marital status
 - Leave taken for any reason to include Medical/Maternity Leave
- 10) Ensure that Child Care Providers used while participating in the USDA Child Care Subsidy Administration Program are promptly paid for all child care services rendered. Failure to pay the required Member/Employee portion to any Child Care Provider may result in the Member/Employee being disqualified from the program for one year.
- 11) Due to the 90 day timeframe in which invoices must be received and paid, the individual who submitted the invoice (Provider **or** Member/Employee) should contact the Agency Representative if an invoice has been returned more than one time for errors/issues.

USDA Child Care Subsidy Administration Program Responsibilities as the Third Party Administrator:

- 1) Determine a Family's eligibility for child care subsidies based upon applicable Department/Agency Child Care Subsidy Program guidance and benefit tables.
- 2) Authorize benefits based on the amount of child care needed by eligible Families for approved child care.
- 3) Pay Child Care Providers for authorized and billed child care services provided to an approved Family. Payment will only be authorized upon receipt of a USDA issued Invoice & Attendance Record that has been properly completed and contains original signatures.
- 4) Inform Families and Child Care Providers of Department/Agency Child Care Subsidy Program updates as applicable. (E.g. Start/end date, payments, notifications of expired documents, etc.).

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

- 5) Assess and resolve overpayments and underpayments.
- 6) Answer questions related to eligibility, authorizations, and payments.

Department/Agency Responsibilities:

- 1) Develop operational guidance for their Child Care Subsidy Program and ensure that the USDA has the most current guidance and applicable policies.
- 2) Ensure that the USDA, as the third party program administrator, follows all established guidelines as set forth by the Department/Agency.
- 3) Perform audits on records and files ensuring proper documentation is maintained in accordance with established operational guidance.

Child Care Qualifications: Full Time vs. Part Time

The child/children's attendance will determine the calculation of benefits as full time or part time with the Family being responsible for any balance above the authorized benefit. The type of child care and status of the Spouse/Partner must be evaluated to determine if a Child Care Subsidy benefit should be full-time, part-time, or unauthorized due to the Spouse/ Partner who is not working the required number of hours in order to qualify for CCS benefits. Full-time and part-time care is authorized based upon the Child Care Subsidy benefit tables provided by the Department/Agency to the USDA.

Both parents and Child Care Providers must remain eligible for the Department/Agency Child Care Subsidy benefit in order to receive payment.

Child Care Subsidy Benefit Important Facts

- The amount listed on the Child Care Subsidy Benefit Authorization Letter is the amount that Member/Employee must pay prior to any benefits being paid. All benefits will be paid on a monthly basis directly to the Child Care Provider. If the Family terminates child care and/or switches to a new Child Care Provider, the monthly Child Care Subsidy benefit is pro-rated. In either case, the Member/Employee is responsible for any remaining balance.
- During summer months, school-age child care total cost may change based upon attendance, at which time the benefit will be recalculated. Notification must be given to the Member/Family's Agency Representative in advance of any change in care or attendance that may affect the Member/Employee's benefit. A recalculation of the child's benefit can only be processed upon receipt of a properly completed Family Enrollment Provider Cost Verification Form 2015-01.
- Child care rates submitted as a weekly rate will be multiplied by 4.33 to determine the monthly rate.

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

- Child Care Subsidy Benefits will **NOT** pay fees for:
 - ✓ Months in which no care occurs
 - ✓ Lateness/Tardiness
 - ✓ Transportation
 - ✓ Field trips
 - ✓ Food
 - ✓ Any other miscellaneous fees
 - ✓ Tuition for private or public kindergarten and/or private or public elementary education
- Child Care Subsidy benefits will not be made to more than one Child Care Provider for the same child/children for the same hours of care.
- All child care payments are made directly to the Child Care Provider. Payments are made within seven (7) to ten (10) business days from verification of a complete and accurate attendance record.
- Members/Employees must ensure that invoices are submitted each month in order for payment to be issued on their behalf. Invoices may be submitted by the Provider or the Member/Employee directly to USDA for payment and must be received by the USDA within 3 months of the end of the period of service in order to be processed for payment.
- Under no circumstances will child care payments be made to the Family. Families are required to make clear and concise arrangements with their Child Care Provider related to account credits or reimbursements.
- Child Care Providers will only be paid for child/children listed on the Child Care Subsidy Benefit Authorization Letter. If the Family adds a child or children to the program after their original authorization date, they must submit information for program benefit recalculation.
- The amount of Child Care Subsidy Benefits as listed on the Member/Employee benefit authorization letter is the amount that will be paid based upon the type of care given to the USDA at the time of the Member/Employee's application and/or last update. Any change in a child's type of care to include but not limited to part time to full time, full time to part time, etc., will require the completion of a Family Enrolment Provider Cost Verification Form 2015-01 and a recalculation of benefits in order to determine the Member/Employee's eligibility based upon that type of care.

Child Care Provider Participation

- Child Care Providers must remain Licensed, Registered, Accredited or exempt from licensure based upon the State in which they operate in order to remain an approved participating Child Care Provider
- Any change to a Provider's program, to include but not limited to the following must be immediately reported to the USDA Child Care Administration Program:
 - ✓ Change in License, Accreditation, Exemption or Registration
 - ✓ Change in banking/eft information that may result in non-payment of Child Care Subsidy Benefits
 - ✓ Change in location
 - ✓ Change in ownership
 - ✓ Change in contact information
- Providers who do not have an active Family/Families who are participating in one of the Child Care Administration Programs administer by the USDA will be closed. In the event that a Family or Families apply with the USDA in the future, the Child Care Provider must reapply with the USDA.

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

Registration/Program Fees

Providers will be paid for registration fees based upon each program as follows:

- U.S. Coast Guard: Up to \$200 per year per child as long as the Member has not exceeded the maximum benefit as authorized by the U.S. Coast Guard Child Care Subsidy Program guidelines
- GSA: Fees will be paid if the Employee has not exceeded the maximum benefit as authorized by the GSA Child Care Subsidy Program guidelines
- National Park Service (NPS): Fees are paid in full
- U.S. Customs and Border Protection (CBP): Fees are paid in full

Child Care Subsidy Program Billing/Payment Process

Payments are issued directly to the Family's Child Care Provider. Each Child Care Provider will receive a Child Care Subsidy Benefit Invoice & Attendance Form for each Child that qualifies for a Child Care Subsidy benefit. Per Department/Agency guidance, each Invoice & Attendance Form submitted to the USDA for payment must be properly completed and must include an original signature of a qualifying Child Care Provider program official along with an original signature of the Member/Employee, the Member/Employee's Spouse/Partner, or the U.S. Coast Guard Member's Power of Attorney as applicable. Photocopies of invoices containing a Child Care Provider, Member/Employee or POA's signature will not be authorized for payment as this is in direct violation of the USDA Subsidy Administration's Payment Policy.

Please note that if a Power of Attorney (POA) is signing their name as the POA on the form on behalf of a U.S. Coast Guard Member, the program administrator (USDA) must have a copy of the most current POA in order to process for payment.

Please see below a sample Child Care Subsidy benefit Invoice and Attendance Form which provides instructions on the completion of the form. All Invoice & Attendance Forms must be submitted to the USDA Child Care Subsidy Administration Program within 90 days/3 months of the period of service that child care was provided.

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

Child Care Subsidy Program Invoice & Attendance Form															
Provider:	ABC DAYCARE														
Address:	123 MAIN STREET ANYTOWN, USA 12345														
Remit to Address:	ABC DAYCARE 123 MAIN STREET ANYTOWN, U.S.A 12345														
Email address:	ABCDAYCARE@MAIL.COM														
Tax ID #	12345678-00001														
Phone #	(816) 555-1234														
Fax #	(816) 555-5678														
Member/Employee Name	SAM SMITH														
Child Name	JENNIFER SMITH														
Month & Year of Service	January 2017														
Attendance & Billing Record															
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	X	X	X	X	X				X	X	X	X	X		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
X	X	X	X	X			X	X	X	X	X			X	X
Member/Family Annual Recertification Date: Friday December 01, 2017															
Current Child Care Cost Billing															
Total Cost \$	750.00	Approved Child Care Subsidy Benefit	Total Monthly Cost \$750.00												
Less Member/Employee Portion \$	425.00	Total Member/Employee Portion \$425.00													
Department/Agency Balance Due \$	325.00	Department/Agency Portion \$325.00													
MAXIMUM BENEFIT \$275.00 PER MONTH															
Provider Signature	<i>Cindy Daycare Provider</i>														
Member/Employee Signature	<i>Sam Smith</i>														
<small>Providers or parents who misrepresent information used to calculate Child Care Subsidy Benefits may have their benefits terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.</small>															
Return completed Invoice & Attendance Form via any of the following:															
Fax: (816) 823-5458	Mail: U.S. Child Care Administration Program														
Email: cNidcare@gsa.gov	2300 Main St - 2SE														
Questions: (866) 508-0271	Kansas City, MO 64108														

The following information must be completed

Month and Year of Service

Attendance & Billing Record (Use appropriate code from above)

Total Cost (Total amount the Provider is charging for child care)

Member/Employee Portion (Amount the Member/Employee was billed)

Department/Agency Portion (Amount billed to the USDA on the Member/Employee's behalf)

A representative of your Child Care Program will sign the Invoice & Attendance Form

The Member/Employee, their Spouse or designated Power of Attorney will sign certifying that the information on the invoice is accurate prior to submission to the USDA. POA's must sign their name followed by POA and should not sign the Member/Employee's name.

- ✓ **Child Care Providers and the Member/Employee must ensure that the Attendance & Billing Record of the invoice correctly reflects the proper days for which the Family was billed in order for their Child Care Subsidy Benefit to be properly paid.**
- ✓ **The Member/Employee Portion as stated on the invoice is calculated amount that they must pay prior to any child care subsidy benefits being paid.**
- ✓ **Original Provider and Member/Employee/POA signatures are required on each invoice submitted to the USDA for payment. Photocopies will not knowingly be accepted.**
- ✓ **Properly complete and signed Invoices must be submitted to the USDA Child Care Administration Program within 90 days of the end of the period of service in order for benefits to be paid. Invoices received after 90 days are not eligible for payment.**

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Handbook**

Billing Errors

Billing errors may cause an underpayment or an overpayment. The Parent and Child Care Provider are required to provide correct information in relation to the Child Care Subsidy benefit received. If the Child Care Center was to receive an over-payment of Child Care Subsidy benefits, a refund or offset of the amount of the overpayment would be due. Any overpayments, including those due to a USDA/Department/Agency error, must be reported immediately to the Families' assigned agency representative.

Once USDA has confirmed that an over-payment was issued and the information has been validated, you and the Member/Employee will receive an official notification which may include a request that funds be returned for further credit to the Department/Agency *or* that future invoices will be offset (maximum offset period allowed is 90 days). If repayment of funds has not been made within 90 days of the initial date of the USDA issued notification, the USDA will proceed with turning the case over to the U.S. Treasury Offset Program (TOP) for collection.

The USDA Childcare Subsidy Administration Program is responsible to collect erroneous payments made to Providers for the following reasons which include but are not limited to:

- Erroneous or false information regarding eligibility or care provided
- Duplicate payments or payments made for services not rendered
- Payments made for ineligible Child Care Providers or Families

The USDA Child Care Subsidy Administration Program will make reasonable efforts to collect overpayments making a minimum of three notifications to Providers and Families. Failure by a Child Care Provider to return any requested overpayment/erroneous payment will result in a federal debt being established to collect the monies. For Members/Employees that incur an overpayment due to incorrect information submitted to the USDA which is used to calculate the benefit or a change in their status that affects their eligibility, the USDA Child Care Subsidy Administration Program will provide documentation to the Department/Agency Child Care Subsidy Program for review and action. The USDA will act on behalf of the Department/Agency for all financial decisions pertaining to Child Care Subsidy payments issued.

Families or Providers who give erroneous or false information may be permanently disqualified from participating in the USDA administered Child Care Subsidy.

Payment Reconciliation

Member/Employees are required to pay their portion of the total child care costs directly to their Child Care Providers and are encouraged to review their monthly child care statement to ensure that their CCS benefits have been properly credited to their account. Neither the USDA, nor the Department/Agency has any responsibility for ensuring that the Family pays their portion. However, failure of Families to pay their portion of child care costs may result in discontinued Child Care Subsidy benefits and possible removal from the Child Care Subsidy Program making them financially responsible for all child care costs. In addition, failure by the Providers to reimburse Families or credit their account for Child Care Subsidy benefits received may result in disqualification from the program and repayment of funds.

**U.S. Department of Agriculture (USDA)
Child Care Subsidy Administration Program
Provider Statement of Understanding**

Printed Name of Child Care Provider

Site Address

City

State

Zip

USDA administers the following Child Care Subsidy Programs: U.S. Coast Guard (USCG), General Services Administration (GSA), National Park Service (NPS), and the U.S. Customs and Border Protection (CBP).

- ◆ Members/Employees are eligible for Child Care Subsidy Benefit Payments only if/when their application has been approved; therefore they are financially responsible for all child care costs until the Member/Employee and Provider have been notified via email that a Child Care Subsidy Benefit has been awarded.
- ◆ A Family participating in other subsidy or Fee Assistance programs may be eligible for a Child Care Subsidy through the USDA; however the CCS benefit authorized by the USDA is calculated after these discounts have been applied to the standard rate.
- ◆ Invoices must be properly completed, signed and submitted to the USDA Child Care Subsidy Administration Program on a monthly basis in order for Child Care Subsidies to be paid. Under no circumstance shall a Provider sign and/or have the Member/Employee sign a blank invoice and use this form for their monthly invoice submissions. Original signatures are required each and every month. Invoices submitted after 90 days following the end of the period of service will not be eligible for payment resulting the Member/Employee and Provider being financially responsible for the child care cost incurred for that period of service.
- ◆ Any change to a Family's cost for any reason must be reported in **advance** of the change to the USDA Child Care Subsidy Administration Program by completing and submitting a Family Enrollment Provider Cost Verification Form 2015-01. Failure to properly report this information to the USDA may result in an underpayment or overpayment of benefits and possible repayment of benefits to the USDA should an overpayment be identified. Noting a rate and/or attendance change on an invoice will not be accepted.
- ◆ If your current standing with your state child care licensing authority changes or is revoked, you must report this information to the USDA Child Care Subsidy Administration Program immediately.
- ◆ By accepting a USDA issued Child Care Subsidy Benefit, you attest that you will continue to maintain a current license, letter of accreditation or registration based upon the licensing criteria as set forth by the state in which you operate your child care program. In the event that your program is exempt from licensure, you certify that you will continue to abide by the state statute that exempts your program.
- ◆ As an approved qualifying Child Care Provider, you agree to provide any and all information requested by the USDA Child Care Subsidy Administration Program in order to check the validity of all documents related to your application, payment, eligibility, and child care rates, invoices/attendance records and/or Family Account Statements as needed for auditing purposes.
- ◆ Due to the variation of oversight and regulation in different states and based upon official Child Care Subsidy guidance, the USDA Child Care Subsidy Administration Program reserves the right to determine which types of Child Care Providers in each state meet the minimum eligibility requirements for participation in a Child Care Subsidy Program.
- ◆ Any program policy infraction to include but not limited to providing incorrect child care cost, knowingly or unknowingly which causes an overpayment of a Child Care Subsidy Benefit may result in disqualification from the program. In addition repayment of monies received due to this misrepresentation will be required.
- ◆ You as a qualifying Child Care Provider are required to complete the Recertification process each year in order to determine your continued eligibility in the Subsidy Programs. Your Provider Agency Representative will inform you of your Recertification date and will provide instructions for completing the process at that time. Failure to complete the Annual Recertification process as instructed will result in your center being removed from the program and the Members/Employees no longer being eligible to receive CCS benefits from the USDA while attending your center.
- ◆ Fraudulent statements will result in loss of the benefit and/or repayment of the amount of the benefit.

I have received, read and fully understand and agree to the conditions and requirements stated above. I further understand that failure to comply may result in disqualification from participation in Child Care Subsidy Programs administered by the USDA.

Printed Name of Program Official

Signature of Program Official

Date

Please sign, date and return this form to the USDA Child Care Subsidy Administration Program with your application package. Child Care Providers should retain a copy of the USDA Provider Handbook and the Statement of Understanding for their records and future reference.

U.S. Department of Agriculture
2300 Main Street – 2SE
Kansas City, MO 64108
Tel: (866) 508-0371 ~ Fax (816) 823-5499
childcareprovider@gsa.gov

CC 2015-18