

Idaho Child Care Pr😊gram



Helping low-income
families pay for child care



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Introduction

This guide provides information for both parents and providers about the Idaho Child Care Program (ICCP), offered through the Department of Health and Welfare. This guide, as well as other information about the Idaho Child Care Program, is available online at

www2.state.id.us/dhw/ICCP/index_iccp.htm

What is ICCP?

The Idaho Child Care Program (ICCP) helps low-income families pay for child care. This program is for parents who work or attend school. It is also for parents who participate in approved activities to help prevent children from being placed in foster care.

The Program pays for some child care costs; parents also pay for a portion. The portion that parents pay is called the “co-payment.” The parent’s share is based on the size of the family and the amount of their income.

How Much Will It Pay?

The amount of assistance a family receives from this program is based on the amount of hours the parents are working, in school or participating in approved activities. It also is based on income and the cost of child care.

Payments are sent directly to the child care provider for the amount the family qualifies for. Parents must pay the provider for all of the costs not covered by the program.

The program can only pay up to a certain amount for the cost of child care. This amount is different depending on the age of the child and the location and type of provider selected. If a provider charges more than the ICCP limit, parents will have to pay the difference.

Parents are responsible for any amount over the maximum and for the amount of the co-payment. Most parents will have to pay for a portion of their child care costs. (See sample.)

Sample

Name:	Jones
Name of Provider:	Happy Days Day Care
Month:	May
People in Household:	4
Monthly Income:	\$850
Child in Care:	Judy
Amount for May:	\$250
Child in Care:	James
Amount for May:	\$200
Total:	\$450
Total ICCP Payment:	\$400
Parent Co-Payment:	\$50

When will payments be made?

Payments will be made the first week of the month following the month the care was provided. For example, the payment for April child care services will be made in the first week of May.

What Won't It Pay?

Late Charges: ICCP will not pay fees charged to families who do not pick up their children on time, or to families who do not pay their provider on time.

Termination Notice: ICCP will not pay fees charged to families when they decide not to continue to use a provider and do not notify the provider in advance.

Eligibility

Eligibility is based on three things — income, family size and activity.

Income: To be eligible, a family’s income must meet ICCP income limits.

Family size: The amount a family is eligible for also depends on number of people in the family.

Activity: ICCP will cover part of the costs for child care only while parents are working, attending school or attending approved activities. The number of childcare hours ICCP will help pay for is arranged between the parents and the case worker.

Monthly Information

At the beginning of each month, parents and their child care provider will receive a “Notice” in the mail explaining how much ICCP expects to cover. Each family participating in the program will get a notice. Providers will get a notice for every ICCP family whose children they care for.

The information on these notices is important because it will tell parents and providers what the Department anticipates paying child care for the month and what the parent must pay.

Both parents and providers must tell the case case worker who sent the notice if the information on the notices is not correct. Parents and providers can help make sure payments are correct by reporting any changes as soon as they know about them.

Parent Notice

The notice parents receive at the beginning of the month will have the following information:

- The month the payment is being made for;
- The number of people in the household;
- The family's income ICCP used to set the co-payment amount;
- The name of the child care provider;
- A list of each child being cared for and the amount the provider is charging for each child;
- The amount of the total cost that ICCP will pay; and
- The amount the family will have to pay, the difference between the amount charged and ICCP's payment (the co-payment).

Provider Notice

Notices providers receive at the beginning of the month will have the following information:

- The month the payment is being made for;
- The name of each child in the family being cared for;
- The amount the provider is charging to care for each child;
- The amount covered by the ICCP for each child; and
- The amount the family must pay, the difference between the provider's charges and the ICCP's payment (the co-payment).

Information After Payment

When the payment is made, parents will receive a notice telling them the amount of payment. When the payment is made, providers will receive a detailed explanation about how much was paid for each child. This will be different from a notice because it will list all of the payments made for each child in the provider's care.

Reporting Requirements

The case worker must know certain information from both the parents and the provider to make a correct child care payment.

Parents must report the following changes to their case worker within 10 days of when they know about the changes:

- A permanent change in income (including hours and rate of pay) for anyone in the family;
- The permanent change in the number of hours parents are in the activities that make them eligible for ICCP;
- Changes in who is living in the home;
- A change in address for the family or their provider;
- When their child stops attending child care or is taken to a different provider; and
- When the rate they are charged for child care changes.

Providers must report changes to both the Child Care Resource and Referral Agency and the case worker. Providers **must** report the following changes to the case worker within 10 days of when they know about the changes:

- Changes in the rates being charged for each child in an ICCP family; and
- When a new ICCP child is enrolled or when an ICCP child leaves the provider's care.

The following changes must be reported to the Child Care Resource and Referral Agency within 10 days of when they know about the changes:

- Any change in the status of a child care license (if one is needed);
- Any change in the status of a CPR/First Aid Certificate;
- A change in the address where child care is being provided;
- A change in the number of children the provider is caring for and which of those children are related to the provider;
- When child care occurs in the provider's home, the provider must report changes in who is living in the home; and
- Changes in the fees the provider charges.

Overpayments

If more money is paid to a provider than a family is eligible to receive because the parents did not report a change, the parents must repay the Department of Health and Welfare. That is why it is so important to report changes as soon as you are aware of them.

If providers receive more money than they are entitled to because they failed to report a change, they must return it to the Department of Health and Welfare. The following situations may cause the overpayment:

- Failing to report a change in costs of care;
- Not caring for the child; or

- Misrepresenting their charges.

Consequences of Fraud

Fraud occurs when a parent or a provider purposely misrepresents information in order to get payments they are not entitled to receive.

When a parent or a provider commits fraud, they must pay back any payment they received.

People who commit fraud will not be allowed to participate in ICCP for the following periods of time:

- 12 months the first time;
- 24 months the second time; and
- Permanently disqualified for a third time.

The Department of Health and Welfare also may seek additional civil penalties through the court system.

Provider Qualifications

Providers who wish to participate in the Idaho Child Care Program must meet the following requirements:

Licensure: Providers must have and maintain a child care license if required by State, local or tribal laws.

Provider Agreement: Providers must complete the ICCP Provider Agreement form.

Health and Safety: Providers must complete the Health and Safety Self-Declaration that is part of the Provider agreement. Providers must get and maintain a certificate for Infant Rescue Breathing/CPR and First Aid.

Inspections: Providers must have their home or the facilities where child care is provided evaluated for compliance with ICCP Health and Safety Requirements. The provider must comply with the inspector's recommendations. This does not apply to care provided in the home of the child.

Information for Parents

Rights and Responsibilities

As a parent, you have the right to:

- Select who will care for your children;
- Determine how many hours to have your children in child care;
- See your children at any time while they are in child care; and
- Talk with the people taking care of your children during regular business hours.

You are responsible to:

- Report any changes that would affect the amount of your ICCP payment; and
- Provide accurate information about changes that would affect your eligibility for this program.

Information for Providers

Rights and Responsibilities

As a provider, you have the right to:

- Decide how much to charge for your services so that you can meet your business needs.

You are responsible to:

- Let parents see their children at any time;
- Let parents talk to whoever is caring for their children during your regular business hours;
- Sign the ICCP Provider Agreement;
- Maintain your child care license or certificate if you are subject to licensing laws or ordinances;
- Have and maintain a current certificate for Infant Rescue Breathing/CPR and First Aid;
- Report when a change would disqualify you for ICCP;
- Report a change that may affect the amount of the ICCP payment; and
- Charge all families at the same rate for child care services.

You may not charge ICCP families more than you charge families who are not on ICCP. If you charge a higher cost to ICCP families in order to receive a higher payment, you would be committing fraud.

Payment Options

Providers may choose to have ICCP payments deposited directly into a bank account or to receive a paper check from ICCP. Providers should contact the Child Care Resource and Referral Agency to arrange for or stop direct deposit.

Tax Information

The amount of money DHW pays to the provider will be reported to the IRS and the State Tax Commission on a 1099 form.

Providers should consult their tax preparer or a tax preparation agency to make sure that they are correctly estimating their tax liability and making quarterly payments as required.

Roles and Responsibilities, H&W

The Department is responsible to administer the Idaho Child Care Program in a manner that is helpful for parents and providers. The Department:

- Accepts applications for ICCP and determines if the family is eligible;
- Processes child care payments to providers for eligible families;
- Notifies both parents and providers of the ICCP payment amount; and
- Processes changes reported by parents and providers in a timely manner.

Roles and Responsibilities, CCRR

Your Child Care Resource and Referral (CCRR) agency can help you to know what to look for when you select a child care provider. They also can help you match your child care needs with providers in your area.

To locate the agency nearest you, contact the Idaho CareLine at 1-800-926-2588 (TDD 208-332-7205).

CCRR agencies:

- Help families locate appropriate child care;
- Help current and potential ICCP providers meet ICCP and licensing standards;
- Help providers complete ICCP Registration information and the ICCP Provider agreement;
- Inform DHW of providers who qualify to receive ICCP payments;
- Help providers improve the quality of child care programs and their business practices through technical assistance and training;
- Help providers and their staff participate in training programs; and
- If requested by either the parent or provider, help resolve problems between parents and providers.

Frequently Asked Questions

Q. When I am on ICCP, am I responsible to pay for any of my child care costs?

A. Yes. You are responsible to pay for the amount listed on your monthly notice.

Q. My neighbor will care for my children after school. What does she need to do so that ICCP will still pay for my child care?

A. She can contact the Resource and Referral agency. They will help your neighbor qualify and register as an ICCP provider.

Q. I just decided to take my children to a different provider. It is the middle of the month. What do I do now?

A. Talk to the Resource and Referral agency to make sure your new provider is registered with ICCP. Tell your case worker, so that your old provider will receive the correct payment for the care provided. Get a statement from the new provider verifying what your costs for child care will be so that the provider can be paid.

Q. I don't understand why the amount of the child care payment went down this month.

A. Ask your case worker to explain the reason for the change.

Q. My case worker explained why my payment changed, but I don't think it is fair. What can I do now?

A. If you think that you have not been treated fairly, you can ask to speak with a supervisor in the DHW office or you can request a hearing.

For More Information

For more information, contact a Health and Welfare office. Addresses and telephone numbers are on the next page.

Health and Welfare Regional Offices

Region 1 Department of Health and Welfare
1120 Ironwood Drive
Coeur d'Alene, ID 83814-2607
(208) 769-1456

Region 2 Department of Health and Welfare
1118 "F" Street P.O. Drawer B
Lewiston, ID 83501
(208) 799-4400

Region 3 Department of Health and Welfare
3402 Franklin Road
Caldwell, ID 83605-6932
(208) 455-7101

Region 4 Department of Health and Welfare
1720 Westgate Drive
Boise, ID 83704
(208) 334-6700

Region 5 Department of Health and Welfare
601 Pole Line Road, Suite 3
Twin Falls, ID 83301
(208) 736-3020

Region 6 Department of Health and Welfare
1070 Hilina Road
P.O. Box 4166
Pocatello, ID 83205-4166
(208) 235-2875

Region 7 Department of Health and Welfare
150 Shoup, Suite 19
Idaho Falls, ID 83402
(208) 528-5790

Notes



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