

Fee Assistance Child Care Provider Agreement Form

I [the Provider/Program] with assigned Provider ID Number P# [REDACTED] understand/agree that **(please check all boxes):**

The following requirements apply to all providers serving families of ANY fee assistance program:

- The rates listed in this application and/or attached are the true and correct rates that I charge to **ALL** parents for the care of their child(ren).
- Provider/Program understands that they cannot charge families a different or higher rate than private pay clients because they are receiving fee assistance.
- Provider/Program understand that if approved for the program, Child Care Aware® of America's (CCAOA) Fee Assistance and the parent co-pay will equal the provider's current rate.
- Provider/Program understands that child care rates for the entire calendar year for all age groups served need to be submitted in order to be approved.
- Provider/Program understands that all discounts, additional subsidies, waivers, grants, etc. must be declared up front when reporting the sponsor's rates. Incorrectly reporting rates or suspicion of incorrectly reporting rates may result in immediate termination from ALL of CCAoA's Fee Assistance programs.
- CCAoA reserves the right to deny approval of any and all child care providers that submit applications for CCAoA's Fee Assistance program for any reason.
- Due to the variation in oversight and regulation in different states and based on official guidance from the Department of Defense (DoD), CCAoA reserves the right to determine which types of child care providers in each state meet the minimum eligibility requirements for participation in Fee Assistance Programs.
- Provider/Program will provide all information requested by CCAoA, continue to meet all minimum licensing requirements set by the state and agrees to comply with all CCAoA Programs' policies necessary for reimbursement and must be able to receive Federal subsidy by state or federal law.
- The Service Member and Provider/Program must be determined and remain eligible to receive reduced-fee child care through CCAoA's Fee Assistance Programs.
- Provider/Program agrees that they have read, understand, and agree to adhere to all of the payment policies necessary for reimbursement for CCAoA's Fee Assistance Programs. **(Please visit www.usa.childcareaware.org to read the Payment Policies for all branches.)**
- Provider/Program understands that the correct Tax Identification (TIN) Number must be provided to CCAoA. Failure to provide the correct TIN number and billing information will result in provider/program being held financially responsible for any penalties incurred from the Internal Revenue Service (IRS).
- CCAoA reserves the right to check the validity of all documentation related to a provider/program's application, payment, eligibility, child care rates, attendance records and any other information related to child care services and fee assistance at any time through such methods including but not limited to secret shopper calls, emails, phone, fax and U.S. mail.
- Provider/Program understands that their state licensing inspection/compliance history will be reviewed at the time of their initial application and at least once per year and will be used to determine eligibility.
- Provider/Program understands that probation or disqualification from CCAoA's Fee Assistance Programs may occur due to inspection violations (corrected or uncorrected; self-reported or filed as a complaint), complaints (substantiated or unsubstantiated), and violation of fee assistance policies. Violations of fee assistance policies or licensing violations that fall into this category include but are not limited to: corporal punishment/inappropriate discipline, lack of supervision, background check deficiencies of any kind, knowingly employing individuals with failed background checks or a criminal record, negligence, child abuse, CPS investigations, state license suspension/revocation, involvement of drugs/alcohol, training deficiencies of any kind, CPR/First Aid, SIDS, noncompliance with child-teacher ratio regulations, criminal activity, out of minimum compliance with the state, non-conformity with licensing regulations, minimum sanitation requirements, transportation violations of any kind, repeat violations of any kind, fraud of any kind (substantiated or suspected by a legal local/state/federal agency and/or CCAoA), submission of false information, unresolved complaints made by parents, failure to report changes in a timely manner, unreasonable/exorbitant child care rates for market in question, etc. (Violations or complaints not listed here specifically are also taken into consideration.)
- Provider/Program(s) placed on a probationary status will remain on probation for no less than one year. Families will be able to attend the facility and receive fee assistance but will be approved on a case-by-case basis. Provider/program(s) status will automatically be re-evaluated at the end of the probationary period to determine if status should be lifted or extended.
- Provider/Program(s) that are disqualified from all Fee Assistance programs will be suspended from receiving fee assistance for a period of no less than one year to indefinitely. Provider/Program(s) that are not disqualified indefinitely will automatically be re-evaluated at the end of the disqualification period to determine if status should be lifted or extended.
- The DoD reserves the right to inspect any community-based program participating in the fee assistance program at any time.
- Provider/Program understands that CCAoA will NOT pay the entire cost of child care for approved families participating in the Fee Assistance programs.
- Provider/Program understands that program or policy violations will result in having to repay money to CCAoA and/or suspension from future participation in the CCAoA Fee Assistance Programs.

Please note this section is REQUIRED in order to serve Navy/Air Force/NGA/WHS families:

- Provider/Program must provide proof that all staff and volunteers have an Advanced FBI Federal Fingerprint Background Check along with a Child Abuse Registry check conducted and adjudicated by their state agency. If care is home-based, provider must provide proof that all staff, volunteers and adults (18 years and older) residing in the family child care home have an Advanced FBI Federal Fingerprint Background Check along with a Child Abuse Registry Check conducted and adjudicated by their state agency. Provider/Program will be allowed a 75 day period to complete all outstanding background checks, with results returned to CCAoA. Failure to comply with all background check requirements will result in disqualification from the program.
- Provider/Program understands that Background Checks can include but are not limited to the following: FBI Fingerprint Criminal History, State Criminal History, State Child Abuse and Neglect Registry, State Sex Offender Registry, National Sex Offender Registry, State/County Court Records, etc.
- Provider/Program understands that ALL background checks submitted may be reviewed for program participation suitability as stated in the Department of Defense Instruction (DoDI).
- Provider/Program must maintain an accurate and current staff list to include all employees, assistants and volunteers. All changes to the staff list must be reported to CCAoA within 48 hours.
- Provider/Program is required to report to CCAoA any circumstances that would change the results of background checks for themselves, staff or household members within 48 hours of incident.
- Provider/Program understands that background checks must be completed for family child care providers, staff, and household members to participate at the time of application. Background Checks must be initiated for child care center staff and must be completed within 75 days at the time of application in order to participate.
- CCAoA reserves the right to review fee assistance eligibility, should an employee's background check results deem them unsuitable, according to U.S. Navy and U.S. Air Force standards.
- Provider/Program will not monetarily penalize families in the event that a provider/program is determined to be ineligible to receive fee assistance as a result of a background check investigation.

I have read all of the above and understand its content. I also understand that non-compliance with any of the above may result in termination of my participation in CHILD CARE AWARE® OF AMERICA Fee Assistance Programs.

Printed Name
(Provider/Program Owner or authorized agent of owner)

Signature

Date