

Fee Assistance Child Care Provider Agreement Form

I [Provider/Program] with assigned Provider ID Number P# [REDACTED] understand/agree that (**PLEASE CHECK ALL BOXES**):

- All the information submitted on this application as well as any supporting documentation are true and correct to the best of my knowledge.**
- ☐ Provider will continue to meet all minimum requirements set by the state and agrees to comply with all Department of Defense (DoD) Fee Assistance program policies necessary for reimbursement and must be able to receive federal subsidy by state or federal law.
 - ☐ Provider will notify Child Care Aware® of America (CCAoA) of any changes to program information or licensing/accreditation status while enrolled in the program.
 - ☐ Provider will comply with state requirements of undergoing a Federal Background Check and Child Abuse and Neglect Check prior to program approval.
 - ☐ The rates listed in this application and/or attached are the true and correct rates that I charge to **ALL** families for the care of their children.
 - ☐ 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 understands that if approved for the program, fee assistance and the family co-pay (sponsor rate) will always equal the provider's current rate. CCAoA will NOT pay the entire cost of childcare for approved families participating in Fee Assistance programs.
 - ☐ Provider/Program understands that CCAoA is not responsible for any penalty costs incurred by the family that are applicable to provider's individual program policies i.e., termination of care, ACH charges, service fees, late fees etc.
 - ☐ Provider/Program agrees that they have read, understand, and agree to adhere to all of the payment policies necessary for reimbursement for Fee Assistance programs.
 - ☐ Provider/Program is responsible for reviewing the final Fee Assistance reward/certificate packet for accuracy and report any inaccurate information as soon as possible. (**Please visit www.childcareaware.org to read the payment policies for all branches**)
 - ☐ Provider/Program will accept the payment timeline proposed by CCAoA (included in final fee assistance certificate packet) without penalizing the family for any late fee assistance payments.
 - ☐ Payment arrangements/reimbursement for sponsor rate portions agreements are made between family and Provider/Program
 - ☐ Provider/Program understands that all discounts, additional subsidies, waivers, grants, etc. must be declared up front when reporting the sponsor's rates. Discounts should be applied to a family's full rate rather than Sponsor portion after fee assistance is calculated. Incorrectly reporting rates may result in immediate termination from ALL fee assistance programs administered by CCAoA.
 - ☐ CCAoA reserves the right to deny approval of any and all child care providers that submit applications for Fee Assistance programs 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 continue to meet all minimum licensing requirements set forth by the state and agrees to comply with all CCAoA's program policies necessary for reimbursement and must be able to receive Federal subsidy by state or federal law.
 - ☐ Provider/Program understands that the correct Tax Identification Number (TIN) must be provided to CCAoA. Failure to provide the correct TIN or failure to report any change in TIN/ownership, billing information etc. may result in Provider/Program being held financially responsible for any penalties incurred from the Internal Revenue Services (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 is responsible for supplying/providing copies of full inspection reports not publicly accessible in order to remain eligible.
 - ☐ Provider/Program understands that probation or disqualification from military fee assistance programs administered by CCAoA may occur due to inspection violations (corrected or uncorrected; self-reported or filed as complaint), complaints (substantiated or unsubstantiated), and violation of Fee Assistance policies. Violations of Fee Assistance 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-compliance 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/Programs placed on a probationary status will remain on probation for no less than one year. Military families will be able to attend the facility and receive Fee Assistance but will be approved on a case-by-case basis. Provider/Programs status will be re-evaluated at the end of probationary period to determine if status should be lifted or extended. CCAoA reserves the right to re-evaluate Provider/Program's status during the probationary period (to potentially escalate to disqualification) if new or previously inaccessible inspection violation information becomes available. Provider/Program is responsible for providing any/all inspection information pertinent to the probationary status if publicly unavailable.
 - ☐ The U.S. Military reserves the right to inspect any community-based program participating in the fee assistance program at any time. If an unannounced inspection is conducted, the inspection will be based on the state licensure or accreditation requirements. The provider will have an opportunity for a re-inspection or an opportunity to re-apply. The Service Branch would coordinate all actions.
 - ☐ Provider/Program understands that CCAoA will NOT pay the entire cost of child care for approved families participating in the Military Fee Assistance programs.
 - ☐ I understand that program or policy violations may result in having to repay money to CCAoA and/or suspension from future participation in the Military Fee Assistance programs operated by CCAoA. 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 and agrees that in order to participate in a Department of Defense (DoD) program, their business name and contact information will be provided to the DoD for use as a resource for families, to include display on MilitaryChildCare.com. For centers, information that may be shared includes phone number, address and website (if available). For family child care homes, information that may be shared includes city, state, zip code and website (if available).
 - ☐ Provider/Program understands that CCAoA databases require any/all programs with multiple locations/sites maintain individual files for every physically licensed site. Any misrepresentation of site information including but not limited to accreditation and/or licensing status may result in removal or probation from the military fee assistance program operated by CCAoA.

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 any/all fee assistance programs administered by CHILD CARE AWARE® OF AMERICA.

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

Signature

Date