**Child Care Providers:** The Child Care Exception Payment (CCEP) Program is a supplement to Foster Care Child Care (FCCC) funding. FCCC funding must be used first where applicable. **You must initial each box on the left and sign this form at the bottom to be eligible for payment through the CCEP program.**

**To KDHE-licensed childcare providers in Kansas:** You can get your established rates from the CCEP program by becoming a DCF enrolled provider (call 1-888-369-4777 to get enrolled). All enrolled providers will be paid first by the EBT card offered through FCCC and then any remaining amount due is covered by invoicing the foster parent with whom you’ve contracted. The foster parent will then request payment to you through CCEP.

Any KDHE-licensed childcare provider who is not a DCF-enrolled provider will only receive from CCEP the DCF established rates listed below. **It BENEFITS YOU to become a DCF ENROLLED PROVIDER**.

**To non-DCF-enrolled childcare providers:** You are a non-DCF-enrolled childcare provider if you are not licensed through KDHE, are licensed through KDHE but are not DCF enrolled, or are an individual providing care in the foster caregiver’s home. By signing this form you agree to the following CCEP program rules:

(Initial each box to indicate you have read it.)

      I agree childcare will be provided in the foster parent’s home or in my **licensed** facility.

Enter your KDHE License #       Are you a DCF Enrolled Childcare Provider? [ ]  YES [ ]  NO

and,

      You will charge by the hour and only be paid for days worked; and, you will only be paid when the foster parent is

not present or is sleeping due to a night shift work schedule;

      You accept the rate limits established by DCF:

* up to $3.00/hr per child in foster care; or,
* up to $6.00/hr per child in foster care (enhanced rate) if child’s level of care is FFH-B3 or higher and prior approval has been received; or,
* A set hourly amount approved by the Foster Care Program Manager based on the needs of the child; and,
* A maximum of $20/hr is paid when multiple children placed together are being watched at the same time; and,
* Payment is limited to a maximum of 10 hours per day unless otherwise approved.

      You will use the CCEP Timesheet to keep track of the days/times you provide care; and submit signed (signed by

yourself and the foster parent) timesheets upon completion of a month to DCF.FCCCEBTexception@ks.gov.

**To All:** To be paid through the CCEP program you agree to: (initial each box to indicate you have read it)

      Be considered a contractor and not an employee which means any payment made to you

is reportable to the IRS as income and **you** are responsible for all income tax withholdings; and,

      Understand payments made by CCEP are subject to debt set-off by the State of Kansas and you have

consulted this site to find out if your payments are subject to debt set-off:

 <https://admin.ks.gov/offices/accounts-reports/state-agencies/finance/setoff-program>; and,

      Allow 30 days to receive payment after submitting an invoice or timesheet to DCF; and,

      Submit the following forms in order to receive payments from CCEP:

* a W-9 form so we can get you set up for payments in SMART, the State’s accounting system; and,
* a DA-130 form plus voided check or letter from your bank listing your bank’s routing number and your account number so we can get you set up for direct deposit.

Submit W-9, DA-130 plus attachments, and this signed document to: DCF.FCCCEBTexception@ks.gov .

|  |  |
| --- | --- |
| Printed Name of Childcare Provider: |       |
| E-mail of Childcare Provider: |       |
|  Signature of Childcare Provider: |       | Date:       |