

## CCEP Program “Getting Started” Guide

### Guidance for Foster Parents who work or attend school...

**1<sup>st</sup> ...** If you need childcare while you work or attend class, your first avenue to assist with these costs is the Foster Care Child Care (FCCC) program. This link to DCF's public website has information about the FCCC program, as well as an application to apply for childcare assistance. Follow the directions on the form.

<https://ksqualitynetwork.org/families/foster-care-child-care-subsidy/>

NOTE: Parents and childcare providers need to read the DCF Handbooks pertaining to the receipt of DCF Child Care assistance under the FCCC program. Links to these handbooks are provided at the time your application for FCCC is approved, but here are the links now for your review. It is important to be aware of and understand the DCF requirements and policies concerning childcare payments and the possible consequences of misuse of these funds.

#### DCF Parent-Provider Partnership Handbook:

[www.ksqualitynetwork.org/parent-provider-partnership](http://www.ksqualitynetwork.org/parent-provider-partnership)  
[www.ksqualitynetwork.org/parent-provider-partnership-sp](http://www.ksqualitynetwork.org/parent-provider-partnership-sp)

#### DCF Child Care Provider Handbook:

<https://ksqualitynetwork.org/provider-handbook/>  
<https://ksqualitynetwork.org/provider-handbook-spanish/>

**2<sup>nd</sup> ...** If your FCCC application is for some reason denied, your request will be automatically forwarded to the Child Care Exception Payment (CCEP) program for processing. They will contact you if additional information is needed.

**3<sup>rd</sup> ...** If you receive an EBT card from the FCCC program, but the benefits on the card are not enough to cover your childcare costs, the CCEP program can **pay the provider** the remaining amounts due. Request an invoice from your childcare provider and submit the invoice to [DCF.FCCCEBTextception@ks.gov](mailto:DCF.FCCCEBTextception@ks.gov). The invoice needs to include:

- Name of child(ren) in foster care who received the care
- Name of Foster Parent
- Child Care Provider's name and address
- Dates of Service
- Amount Charged
- Amount Paid by EBT Card
- Amount Due

If any of these pieces of information are missing from the invoice, include them in your e-mail so the payment can be processed without delay.

## Things to know about CCEP funding...

1. If the child in foster care is on an I/DD Waiver level of care they may not qualify for the CCEP program. The I/DD foster care rate is higher to cover such costs.
2. There are 4 types of providers who provide childcare to children in foster care:
  - a. KDHE LICENSED childcare providers – Kansas Department of Health & Environment licenses daycare providers in Kansas.
  - b. DCF ENROLLED childcare providers – A KDHE licensed childcare provider must become an enrolled provider with DCF in order to take EBT card payments from the FCCC program.
  - c. INDIVIDUALS RELATED to the child in foster care – Qualified relatives of the child in foster care can enroll w/DCF without becoming a licensed childcare provider with KDHE.
  - d. INDIVIDUALS NOT RELATED to the child in foster care – Private individuals not related to the child in foster care and not licensed through KDHE.
3. If you are using an individual not licensed as a childcare provider in Kansas, to qualify for CCEP funding the individual **must provide childcare in the foster parent's home**, not the childcare provider's home (qualified relatives of the foster child are exempt from this rule – childcare can be provided in the home of a qualified<sup>1</sup> relative of the child in foster care).
4. A licensed childcare provider enrolled with DCF can get their full established rate from the CCEP program. All enrolled providers will be paid first through the EBT card offered through FCCC and then any remaining amount due is covered by invoicing the foster parent. The foster parent will then request the invoice be paid through CCEP.
5. Non-enrolled providers (including non-licensed individuals) must sign a Child Care Provider Agreement and agree to the CCEP program's established rates which are:
  - a. \$3.00/hr per child in foster care; or,
  - b. 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,
  - c. A set hourly amount approved by the Foster Care Program Manager based on the needs of the child.
6. The CCEP Program Child Care Provider Agreement is signed by all childcare providers needing payment from the CCEP program (including non-licensed individuals) where they agree to:
  - a. be considered a contractor of DCF and not an employee which means any payment made to them through this program is reportable to the IRS as income and **they** are responsible for all income tax withholdings, and their payment is subject to debt set-off by the State of Kansas; and,
  - b. submit a W-9 form so DCF can get them set up for payments in SMART, the State's accounting system; and,
  - c. submit a DA-130 form plus voided check or letter from their bank listing their bank's routing number and their account number so we can get them set up for direct deposit; and,
  - d. allow 30 days to receive payment after submitting an invoice or timesheet.
7. Non-licensed individuals providing childcare will have the following checks, assessments, and tests performed by the sponsoring agency of the foster home prior to performing any service:
  - a. KBI criminal background check; and,
  - b. Child Abuse/Neglect Central Registry check; and,
  - c. DCF/PPS history checks.  
AND
  - d. a health assessment; and,
  - e. a TB test.

The sponsoring agency of the placement needs to have these results on file.

<sup>1</sup> Qualified relatives are grandparents, great grandparents, adult siblings, aunt/uncles.

## CCEP Program “Getting Started” Guide

### **Guidance for CMPs/CPAs sponsoring those Foster Parents who work or attend school...**

**1<sup>st</sup> ...** If a home you sponsor needs childcare because they work or attend class, have the foster caregiver apply for the Foster Care Child Care (FCCC) program. Here is the link to pass along to the foster caregiver:  
<https://ksqualitynetwork.org/families/foster-care-child-care-subsidy/>  
You must submit their application to the FCCC mailbox to confirm that childcare is actually needed.

**2<sup>nd</sup> ...** For FCCC Denials, the FCCC program will automatically forward the denial and application to the Child Care Exception Payment (CCEP) program for processing. You or the foster caregiver will be contacted if additional information is needed.

Please note: For CCEP funding of non-licensed individuals, the care **MUST** be provided in the foster caregiver’s home. The sponsoring agency for that home must obtain the following results on the individual providing childcare:

- KBI criminal background check; and,
  - Child Abuse/Neglect Central Registry check; and,
  - ~~DCF/PPS history checks.~~
- AND
- a health assessment; and,
  - a TB test.

The sponsoring agency of the placement needs to have these results on file.

**3<sup>rd</sup> ...** When the EBT Card funds do not cover childcare costs in full the foster parent should send an invoice from the childcare provider to [DCF.FCCCEBException@ks.gov](mailto:DCF.FCCCEBException@ks.gov). If the foster parent is not able to send e-mails, you may send the e-mail for them.

**4<sup>th</sup> ...** When the foster caregiver experiences out-of-pocket child care expenses, complete a CCEP Request for Out-of-Pocket Expenses form (PPS-5258c) and e-mail to [DCF.FCCCEBException@ks.gov](mailto:DCF.FCCCEBException@ks.gov). You will need proof of the out-of-pocket expense, such as a copy of the cashed check, or letter from the childcare provider showing how much was received from the foster caregiver and when.