

**WORKFORCE SOLUTIONS EAST TEXAS (WSET)  
CHILD CARE SERVICES (CCS) LICENSED AND REGISTERED  
PROVIDER HANDBOOK**

Providers are responsible for understanding the enclosed information and will be held accountable for following the policies and procedures of the Handbook.

Please review the CCS Provider Handbook before signing and call your Provider Services Specialist at 903-526-1105 or 1-800-676-8283 with any questions. Or use the TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/1-800-735-2988 (voice).

Complete your identifying and notification information below, then sign and date at the bottom.

|   |                |
|---|----------------|
| <b>Provider Name</b><br><small>(as listed on your license)</small>      |                |
| <b>License#</b>   |                |
| <b>Owner</b>  |                |
| <b>Director</b>   |                |
| <b>Email Address</b> <small>(must match email on file with CCR)</small> |                |
| <b>Fax #</b>  | <b>Phone #</b> |

**PLEASE NOTE:** A ‘♦’ symbol immediately preceding the sentence number in the enclosed CCS Provider Handbook indicates a mandatory policy, procedure, or CONTRACT requirement by the Texas Workforce Commission, WSET, and/or the local CCS program.

Sentences without a ‘♦’ symbol are HANDBOOK information and suggestions, which should be followed, but are not mandatory policies or procedures.

**SEND** only this completed page with original signature back to CCS by:

- **Mail**
  - Child Care Services, P.O. Box 131869, Tyler, TX 75713
- Or
- **Hand Deliver to Workforce Solutions Child Care Services**
  - 4100 Troup Hwy. Tyler, TX 75703

**KEEP** a copy of this page and the enclosed CCS Provider Handbook for future reference.

Texas Workforce Commission (TWC) and CCS policies will supersede all Provider policies.

Your signature indicates you understand, agree to, and will abide by all the terms listed in the enclosed CCS Provider Handbook.

X \_\_\_\_\_  
Signature of the Provider (owner or director)

X \_\_\_\_\_  
Date



A proud partner of the



# **WORKFORCE SOLUTIONS EAST TEXAS**

## **CHILD CARE SERVICES**

# **LICENSED AND REGISTERED PROVIDER HANDBOOK March 25, 2021**

Workforce Solutions East TX is an Equal Opportunity Employer/Program.

Auxiliary Aids and Services are available, upon request, to individuals with disabilities.  
Relay Texas: 1-800-735-2989 (TTY); 1-800-735-2988 (Voice); 1-800-662-4954 (Español)

Workforce Soluciones de East TX es un programa de oportunidades de igualdad del empleo.  
Ayudantes auxiliares y servicios están disponibles a petición para individuos con incapacidades.  
Relay Texas: 1-800-735-2989 (TTY); 1-800-735-2988 (Voz); 1-800-662-4954 (Español)

*This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.*

*Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.*

## Welcome to Child Care Services (CCS)

We are pleased you decided to serve the community by providing childcare for children whose parents qualified for CCS.

CCS assists parents who are low income and working or attending a job training or educational program by paying all, or part, of their child care expenses.

CCS determines eligibility for parents and administers and monitors this subsidy for eligible children.

CCS ensures attendance at, and payments to, Providers of childcare for CCS-referred children.

The Provider Handbook explains the CCS program and the policies and procedures for **Child Care Providers**.

Please read the entire Provider Handbook carefully and contact your CCS Provider Services Specialist with any questions.

CCS holds annual trainings on the Provider Handbook for all CCS Providers.

Current CCS **Providers** are required to attend a training if it is determined it would be beneficial for them to review the CCS policies and procedures.

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**Thank You!**

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## Workforce Solutions East Texas Child Care Services Maximum Daily Rates

| Age of children served   | Licensed Centers |          |          | Licensed Child Care Homes |          |          | Registered Child Care Homes |          |          |
|--------------------------|------------------|----------|----------|---------------------------|----------|----------|-----------------------------|----------|----------|
|                          | Full Day         | Part-Day | Blended  | Full Day                  | Part-Day | Blended  | Full Day                    | Part-Day | Blended  |
| Infant (0-17 months)     | \$ 24.21         | \$ 20.71 |          | \$ 20.73                  | \$ 18.18 |          | \$ 20.52                    | \$ 17.18 |          |
| TRS Enhanced Rate 5%     | \$ 25.43         | \$ 22.53 |          | \$ 22.26                  | \$ 20.07 |          | \$ 21.55                    | \$ 19.20 |          |
| TRS Enhanced Rate 7%     | \$ 27.81         | \$ 25.03 |          | \$ 24.73                  | \$ 22.29 |          | \$ 23.92                    | \$ 21.33 |          |
| TRS Enhanced Rate 9%     | \$ 30.90         | \$ 27.81 |          | \$ 27.47                  | \$ 24.76 |          | \$ 26.57                    | \$ 23.70 |          |
| Toddler (18-35 months)   | \$ 22.00         | \$ 19.07 |          | \$ 20.01                  | \$ 17.08 |          | \$ 19.57                    | \$ 17.79 |          |
| TRS Enhanced Rate 5%     | \$ 23.32         | \$ 20.97 |          | \$ 21.02                  | \$ 19.12 |          | \$ 20.55                    | \$ 18.68 |          |
| TRS Enhanced Rate 7%     | \$ 25.91         | \$ 23.30 |          | \$ 23.19                  | \$ 21.24 |          | \$ 22.81                    | \$ 20.27 |          |
| TRS Enhanced Rate 9%     | \$ 28.78         | \$ 25.88 |          | \$ 25.76                  | \$ 23.59 |          | \$ 25.34                    | \$ 22.52 |          |
| Preschooler (3-5 years)  | \$ 20.85         | \$ 15.42 | \$ 16.21 | \$ 19.42                  | \$ 15.98 | \$ 16.48 | \$ 18.60                    | \$ 13.85 | \$ 14.55 |
| TRS Enhanced Rate 5%     | \$ 21.90         | \$ 16.20 | \$ 17.03 | \$ 20.40                  | \$ 16.78 | \$ 17.31 | \$ 19.53                    | \$ 14.55 | \$ 15.28 |
| TRS Enhanced Rate 5%     | \$ 21.90         | \$ 17.15 | \$ 17.85 | \$ 20.40                  | \$ 17.23 | \$ 17.69 | \$ 19.53                    | \$ 15.80 | \$ 16.35 |
| TRS Enhanced Rate 7%     | \$ 24.20         | \$ 19.05 | \$ 19.80 | \$ 22.22                  | \$ 19.14 | \$ 19.59 | \$ 21.53                    | \$ 17.55 | \$ 18.13 |
| TRS Enhanced Rate 9%     | \$ 26.88         | \$ 21.16 | \$ 22.00 | \$ 24.68                  | \$ 21.26 | \$ 21.76 | \$ 23.92                    | \$ 19.49 | \$ 20.14 |
| School-ager (6-12 years) | \$ 20.19         | \$ 14.74 | \$ 15.54 | \$ 17.80                  | \$ 15.60 | \$ 15.92 | \$ 15.76                    | \$ 13.19 | \$ 13.57 |
| TRS Enhanced Rate 5%     | \$ 21.20         | \$ 15.81 | \$ 16.60 | \$ 18.69                  | \$ 16.38 | \$ 16.72 | \$ 17.28                    | \$ 14.12 | \$ 14.58 |
| TRS Enhanced Rate 7%     | \$ 22.98         | \$ 17.56 | \$ 18.35 | \$ 20.67                  | \$ 17.20 | \$ 17.71 | \$ 19.19                    | \$ 15.68 | \$ 16.19 |
| TRS Enhanced Rate 9%     | \$ 25.53         | \$ 19.51 | \$ 20.39 | \$ 22.96                  | \$ 19.11 | \$ 19.67 | \$ 21.32                    | \$ 17.42 | \$ 17.99 |

## SUMMARY OF THE CCS PROVIDER HANDBOOK

- Parent choice is honored in determining childcare to the extent required by the funding source.
- Parents should know and understand all your policies prior to enrollment.
- CCS only pays for children who have an authorized CCS referral.
- Do not accept a DFPS placement directly from a CPS worker.
- Full day care is 6-12 hours per day, and part day care is less than 6 hours per day.
- Providers may limit your number of CCS children by the total number or percentage, or age category.
- Providers must notify CCS if the parent/child voluntarily drops.
- Absences due to documented chronic illness, disability, or court-ordered visits are paid to Providers and do not count as absences to the child.
- Your facility must be available for CCS monitoring during your hours of operation.
- Report any changes regarding your facility to CCS immediately.
- CCS encourages Providers to participate in the Texas Rising Star (TRS) program.
- Parents at home-based Providers use the Provider's telephone to record attendance.
- Providers must collect the Parent Share of Cost (PSOC) prior to childcare being delivered.
- Your published rate is the amount you charge the general public, and you may not collect any registration, supply, or activity fees from CCS parents.
- Blended rates are paid for school-referred children during the school year.
- CCS pays absent days to licensed and regulated Providers but cannot pay them to relative Providers.
- Report Emergency Day closings to CCS by the close of business on the day of closure.
- Claims are processed weekly.
- Direct deposits are usually made weekly.
- Review CCS Payment Proofs for accuracy.
- Contact your Provider Account Representative with notifications or questions regarding payment.
- Providers are considered self-employed and must pay your federal and employee taxes.
- Providers and WSET must follow statutory regulations regarding civil rights, disabilities, discrimination, health and safety, etc.

## **I. GENERAL CCS INFORMATION**

*This section is a review of the authorization of CCS care for eligible children, and the rights and responsibilities of the child care Providers.*

### **A. What CCS Does**

1. CCS assists parents who are low income and working or attending a job training or educational program by paying all, or part, of their child care expenses.
2. CCS also takes referrals from Choices, SNAP, WIOA and DFPS (CPS) caseworkers.
3. CCS authorizes child care for eligible children at your facility.
- ◆ 4. Parent choice is honored in determining childcare arrangements to the extent required by the funding source for the parent/child involved.

### **B. Your Provider Policies**

- ◆ 1. Providers must inform CCS parents of their policies and provide a copy to them, if requested.
- ◆ 2. Provider policies should include information on the amount of different fees charged and when they are due.
3. CCS suggests all Providers have policies regarding excessive absences, non-payment of the CCS Parent Share of Cost, and non-payment of other fees allowed by CCS.

### **C. CCS Authorized Placements**

- ◆ 1. CCS will only pay Providers for children who have been placed by a CCS Intake Eligibility Specialist.
- ◆ 2. The Intake Eligibility Specialist will call to inform Providers of the date the care will start, the type of care and days authorized, and the amount of Parent Share of Cost, if any and an authorization code.
- ◆ 3. The Intake Eligibility Specialist will also mail you a Form 2450 (Attachment 1, Revised 5.2.19) verifying the same information.
4. Review this form carefully and contact the Intake Eligibility Specialist if any of the information is not consistent with information you were told during the placement conversation.
5. We suggest you keep a CCS Contact Log with information from CCS (see example on last page).
6. A parent's statement they have been approved for CCS is NOT a CCS placement.
7. Except for foster parents authorized by DFPS pursuant to 809.49, CCS is not allowed to pay for a child who attends a licensed center if the parent, the parent's spouse, or the child's stepparent, is the owner (or has ownership interest), director, or assistant director of that center.

- ◆ 8. Child Care subsidies will not be paid to a licensed, registered, or listed child care home where the parent also works during the hours his or her child is in care.
- ◆ 9. CCS will not pay Providers for moving children from one facility to another without CCS authorization, even if you own the other facility.

#### **D. DFPS (CPS) Placements**

1. DFPS will notify CCS of any placements for DFPS (CPS) child care. The Intake Eligibility Specialist will mail/email the Provider Form 2054.
- ◆ 2. Do not accept a DFPS placement directly from a CPS worker.

#### **E. Hours of Care Per Day**

- ◆ 1. Types of care CCS may authorize, per TWC, include:
  - Full Day = from 6 hours up to 12 hours per day;
  - Part Day = less than 6 hours per day; or,
  - Blended (School-Aged) = less than 6 hours on school days, and 6-12 hours when school is closed.
- ◆ 2. The CCS parent should be informed of Provider hours of operation when they choose your facility.
- ◆ 3. A parent authorized full day care may leave their child with Providers for up to 12 hours a day on as many days as authorized by CCS, during regular operating hours.
  4. Providers are not required to provide care for a CCS child past your regular hours of operation.

#### **F. Limiting The Number of CCS Children**

- ◆ 1. Providers may limit the number of CCS children you serve either by the total number of CCS children, a percentage of your total capacity, or by the age groups you serve.
- ◆ 2. Providers may not deny a child care referral based on the parent's income status, receipt of public assistance, or the child's protective service status.
- ◆ 3. Providers may not limit CCS referrals only to those with a CCS-assigned Parent Share of Cost.

#### **G. Children's Absences**

- ◆ 1. If a child exceeds **40** unexplained absence days during their current 12-month eligibility period, care will be terminated.
- ◆ 2. Absent days are counted toward the 40-day limit include:
  - General absence days (staying home with parent, vacation, etc.);
  - Sick days (occasional); or,
- ◆ 3. Absences due to documented chronic illness, disability, or court-ordered visitation do not count toward the 40-day limit.
- ◆ 4. It is not necessary to report occasional absences to CCS.



- ◆ 5a. If a CCS parent informs you, they wish to voluntarily drop, Providers must notify CCS immediately.
- b. You may notify your Provider Account Representative via email; however, we prefer you to use the Child Care Services Provider Portal/Website.

#### **H. Court-Ordered Visits**

- ◆ 1. CCS must have the parent's court order on file so these days will not be counted as absences.

#### **I. Monitoring Visits**

- ◆ 1. Provider facilities must be accessible for CCS site visits during the time childcare is provided.
- ◆ 2. If your facility is not available, you will be in violation of the CCS Provider Contract and may not continue to receive CCS funding.
- ◆ 3. Providers may be monitored for compliance with the terms of the CCS Provider Contract / Handbook and may be required to sign a Service Improvement Agreement (SIA). If terms of the Contract are not met, one or more of the following could occur:
  - Temporarily ending CCS referrals to the Provider,
  - Removal of CCS-referred children,
  - Recoupment of funds paid to you,
  - Temporary withholding of payments,
  - Non-payment of child care services delivered,
  - Suspension or termination of the Provider Contract, and/or
  - Investigation of fraud.
- ◆ 4. Providers must keep any CCS-related paperwork for 3 years and 90 days for review by CCS representatives, if necessary.

#### **J. Changes to Your Facility**

- ◆ 1. Notify your Provider Services Specialist if any of your facility information changes, such as: physical location, license number, facility name, owner, director, mailing address, telephone number, operating days and hours, age ranges and capacities, bank account, Provider holidays, and email address.

#### **K. Quality Child Care Providers**

1. A Texas Rising Star (TRS) Provider is a child care Provider voluntarily meeting requirements exceeding the State's Minimum Licensing Standards for child care facilities.
2. To learn more about the TRS program, please contact the Child Development Specialist at (903) 218-6449, (903)218-6419, (903) 218-6466, or (903) 218-6493.

#### **L. Child Care Regulation (CCR) Compliance Requirements for Licensed and Registered Providers**

1. TWC Child Care Rule §809.91(c)(1)(2) states the following: (c) Except as provided by the criteria for Texas Rising Star Provider Certification, a Board or the Board's child care contractor shall not place requirements on regulated Providers that: (1) Exceed the state licensing requirements stipulated in Texas Human Resources code, Chapter 42; or (2) Have the effect of monitoring the Provider for compliance with state licensing requirements stipulated in Texas Human Resources Code, Chapter 42.

2. The Child Care Contractor cannot monitor CCS licensed or registered Providers for compliance with Child Care Licensing (i.e. group size, child staff ratios, capacity, health and safety issues, etc.), and will not conduct orientation visits. This is the sole responsibility of the Texas Department of Family and Protective Services Licensing Department. However, when a Board or the Child Care Contractor staff, in the course of fulfilling their responsibilities, observes a violation or gains knowledge of any possible violation regarding licensing or other regulatory standards, the Board or Child Care Contractor must report the information to the appropriate regulatory agency immediately.

§809.94. Providers Placed on Corrective or Adverse Action by the Texas Department of Family and Protective Services (DFPS).

- (a) For a Provider placed on evaluation corrective action (evaluation status) by Child Care Regulation (CCR), Boards shall ensure:
  - (1) parents with children enrolled in Commission-funded child care are notified in writing of the Provider's evaluation status no later than five business days after receiving notification from the Agency of Child Care Licensing's decision to place the Provider on evaluation status; and,
  - (2) parents choosing to enroll children in Commission-funded child care with the Provider are notified in writing of the Provider's evaluation status prior to enrolling the children with the Provider.
- (b) for a Provider placed on probation corrective action (probationary status) by Child Care Licensing, Boards shall ensure this is a repeat.
  - (1) parents with children in Commission-funded child care are notified in writing of the Provider's probationary status no later than five business days after receiving notification from the Agency of Child Care Licensing's decision to place the Provider on probationary status; and,
  - (2) no new referrals are made to the Provider while on probationary status.
- (c) A parent receiving notification of a Provider's evaluation or probationary status with Child Care Licensing pursuant to subsections (a) of this section may transfer the child to another eligible Provider without being subject to the Board transfer policies described in §809.71(3) if the parent requests the transfer within 14 calendar days of receiving such notification.
- (d) For a Provider placed on evaluation or probationary status by Child Care Licensing, Boards shall ensure the Provider is not reimbursed at the Boards' enhanced reimbursement rates described in §809.20 while on evaluation or probationary status.
- (e) For a Provider against whom Child Care Licensing is taking adverse action, Boards shall ensure:
  - 1. parents with children enrolled in Commission-funded child care are notified no later than two business days after receiving notification from the Agency that CCR intends to take adverse action against the Provider;

2. children enrolled in Commission-funded child care with the Provider are transferred to another eligible Provider no later than five business days after receiving notification from the Agency that DFPS intends to take adverse action against the Provider; and,
  3. no new referrals for Commission-funded child care are made to the Provider while Child Care Licensing is taking adverse action.
- (f) For adverse actions in which Child Care Licensing has determined the Provider poses an immediate risk to the health or safety of children and cannot operate pending appeal of the adverse action, but for which there is a valid court order that overturns Child Care Licensing's determination and allows the Provider to operate pending administrative review or appeal, Boards shall take action consistent with subsection (d) of this section.

#### **M. Eligible Regulated Licensed or Registered Child Care Providers**

1. A Child Care Provider must meet the following criteria to be eligible to receive Child Care Services (CCS) funds for providing child care services:

- Have a current license from the Texas Department of Family and Protective Services (DFPS) as a Licensed Child Care Center (LCCC), Licensed Child Care Home (LCCH) or a Registered Child Care Home (RCCH); or
- Be licensed as a youth camp by the Department of State Health Services (DSHS), or
- Be operated and monitored by the United States military services, and,
- Cannot be reimbursed for child care services if the Provider or a Provider staff member is debarred from any other State or Federal program (i.e. the Child Care Food Program).

#### **N. Statement of Services and Reimbursement Agreement**

**ETCOG is the administrative agent for Workforce Solutions East Texas. Your Provider Statement of Services Agreement is with ETCOG. As part of the Statement of Services Agreement you (the Provider) are required to follow the rules and guidelines concerning child care programs, including those of Workforce Solutions East Texas and the Texas Workforce Commission.**

1. The Statement of Services and Reimbursement Form, WDA Form No. 0207 (Revised 3.17.2021, Attachment 3), is the agreement document completed and signed by all licensed/registered Providers interested in providing low income subsidized child care for Child Care Services. The Statement of Services (SOS) does not address compliance with Texas Child Care Regulation (CCR) standards. Compliance with the requirements is not under the purview of the local Board or CCS. The form is somewhat similar to the standard 'vendor agreement' contract departments' use. It is simply a declaration of services the center or home provides, the CCS reimbursement terms and conditions, and Provider Certifications regarding attendance.

2. The Statement of Services requests basic information regarding the Provider, i.e. name, mailing address, physical address, license number, telephone number, hours and days of operation, published rates, age groups accepted, director's name, etc. The Provider must submit a copy of their published rates and additional fees with the Statement. Additionally, the Provider receives this Provider Handbook, WDA Form No. 0207 (Revised 3.17.2021), explaining Provider rights and responsibilities, reimbursement information, attendance and absences procedures, appeals, fraud, etc. The Provider is required to sign and date the Statement of Services. The Statement of Services and Reimbursement Agreement Form is considered

valid after the licensed/registered Provider signs the document. The Statement of Services must be revised if a change occurs in the Provider's circumstances (i.e. change in published rates, new Director or contact person, etc.) or in the day-to-day operations of the center/home, or a change implemented by Texas Workforce Commission or Workforce Solutions East Texas Board (WSETB). The change(s) may require a new Statement of Services to be completed and signed by the Provider.

Most changes in the way a facility operates may require a new Statement of Services to be signed. The following changes must be reported to CCS immediately:

- Loss of CCL license, registration, or certification status;
- A change in the facility name, ownership, governing body or corporate status;
- A change in the contact person or director;
- A change in address or temporary location;
- A change in facility rates or fees;
- A change in hours of operation and holiday schedule;
- A change in the ages of children served;
- A change in transportation policies;
- Any change in facility license or registration caused by conditions placed on it by CCL Division, or any condition affecting the status of facilities regulated by the Texas Department of Health (TDH), the United States Military Service, or an "alternatively accrediting" entity;
- A new finding of a Provider debarred from another State or Federal Program;
- Changes in policies and guidelines by TWC, WSETB, and CCS; and/or
- Other changes in the day-to-day operations of the center/home.

#### **O. Provider Enrollment Documents**

1. Licensed or Registered Child Care Centers and Homes must submit the following documents/verification when completing enrollment for reimbursement by the Child Care Contractor:

- Signed Statement of Services and Reimbursement Agreement, including - Certifications, WDA Form No. 0207 (Revised 3.17.2021);
- Copy of Texas Department of Family and Protective Services (DFPS) Child License; or License from Texas Department of State Health Services (as a youth day camp); or License from US Military Services (operated and monitored by US Military Services);
- Copy of Provider's Published Rates and Additional Fees;
- Copy of signed Social Security card; or Proof of EIN and name recognized by the Internal Revenue Service (IRS); Verification form from the Social Security Administration;
- Completed and signed W-9, Request for Taxpayer Identification Number and Certification (please refer to Forms Section); and,
- Authorization Agreement for Direct Deposits (ACH Credits) (refer to Forms Section) with: Copy of cancelled check; or, savings account deposit slip.

Providers cannot be reimbursed for child care until all documents are completed, signed and returned to the Child Care Contractor.

## **P. Complaints to Child Care Services**

- ◆ 1. Providers have the right to file a complaint with CCS without fear of retaliation.
- ◆ 2. The complaint shall:
  - Be in writing and filed within 180 days of the alleged violation,
  - Include the party's name and current mailing address, and
  - Include a brief statement of the alleged violation identifying the facts on which the complaint is based.

## **Q. Termination of the CCS Provider Contract**

- ◆ 1. The Statement of Services and Reimbursement Agreement may be terminated by either party by giving 30 days written notice to the other party.
- ◆ 2. CCS may terminate this contract when it has been determined a Provider has substantially violated a specific provision of law or regulation related to child care or the contract, appropriate corrective action has not been taken on your part in a timely manner, or you fail to perform your obligations under this contract.
- ◆ 3. A Provider will cease to incur cost upon termination of the contract and CCS will not be liable to the Provider for costs incurred after the termination of the contract.
- ◆ 4. If Providers have participated in quality programs with WSET, all quality equipment and materials must be returned to WSET prior to the last effective day of the terminated contract, unless WSET decides the equipment and materials may remain with your facility.

## II. CHILD CARE ATTENDANCE

### A. How To Report Attendance

◆ 1. All Licensed and Registered Providers will report any child who accrues five consecutive absences to CCS.

### B. Provider Fraud

- ◆ 1. It is considered fraud if you know child care services were not provided as claimed or if information provided is false or fraudulent.
- ◆ 2. It is considered fraud if you fail to inform CCS a child has permanently stopped attending your facility.
- ◆ 3. Workforce Solutions East Texas/CCS may take the following corrective and/or adverse actions pursuant to Commission policy if the Texas Workforce Commission (please see Chapter 809.111) finds a Provider has committed fraud:
  - Temporary withholding of payments to the Provider for child care services delivered,
  - Non-payment of child care services delivered,
  - Recoupment of funds from the Provider,
  - Not authorizing referrals to the Provider's facility or location,
  - Moving children to another Provider selected by the parent,
  - Prohibiting future eligibility to provide Commission-funded child care services, or
  - Any other action, consistent with the intent of the governing statutes or regulations, to investigate, prevent, or stop suspected fraud.

### **III. CCS PAYMENT INFORMATION**

*This section explains the financial side of CCS, how claims are processed, and when to expect your CCS payment.*

#### **A. Parent Share of Cost**

- ◆ 1. Many CCS parents are assigned a Parent Share of Cost (PSOC), which is based on the parent's monthly gross income and family size.
- ◆ 2. Providers are told this monthly amount when CCS children are placed, and it is listed on the ET Form 2450 (Revised 5.2.2019) Attachment 1, sent to you by the CCS Intake Eligibility Specialist.
- ◆ 3. The CCS parent is responsible for paying their PSOC directly to Providers because the PSOC is deducted from CCS Provider payments.
- ◆ 4. The PSOC must be collected on a regular schedule **before** child care services are provided.
- ◆ 5. CCS cannot reimburse Providers for PSOC amounts not paid by the parent, so it is recommended Providers have PSOC collection policies in place and enforce these policies.
- ◆ 6. CCS will end eligibility for a CCS parent who fails to pay their PSOC.
- ◆ 7. Providers must also collect any other child care subsidy received by the parent, and this amount will also be deducted from your CCS payment (these are rare and CCS will inform you if there is one).
- ◆ 8. Providers are to notify CCS by the 4<sup>th</sup> business day of the month, any parent who has failed to pay the PSOC.

#### **B. Providers Published Rates and Registration, Supply, and Activity Fees**

- ◆ 1. Providers must submit published rates (rates you would charge the general public) to CCS when you are new CCS Provider, if CCS requests them, or when Providers change rates.
- ◆ 2. Along with published rates, Providers also must submit any registration, supply, and activity fees you would charge the general public.
- ◆ 3. These will be pro-rated on WDA Form 0207, Statement of Services and Reimbursement Agreement (3.17.2021) Attachment 3, which you will be sent so you will know what we have published your daily rate to be.
- ◆ 4. Providers must not charge any registration, supply, or activity fees that were listed with Provider published rates to any CCS parent.
- ◆ 5. Providers may charge other fees such as late fees and optional field trip fees to CCS parents, which are solely the responsibility of the parent if the fees are charged to non-CCS parents.
- ◆ 6. Providers may not charge fees to a CCS-referred parent not charged to a private-pay parent.

- ◆ 7. Providers may not require the parent, CCS, or any other party to pay fees for failing to give notice when they are involuntarily terminated from the CCS program by DFPS, Choices or WIOA.
- ◆ 8. CCS is not subject to any penalty or fee imposed on parents who voluntarily move or withdraw their child from your facility without notice, as this is solely the responsibility of the parent.

### **C. CCS Maximum Daily Rates**

- ◆ 1. WSET Maximum Daily Rates: CCS will reimburse WSET-CCS Maximum Daily Rate or your CCS Published Daily Rate, whichever is less (see WSET-CCS Maximum Daily Rates chart on page 5 of this document).
- ◆ 2. WSET Texas Rising Star Rates: If a Provider meets Texas Rising Star program criteria, CCS will reimburse an enhancement rate of 5%, 7% or 9% (depending on star level) above the WSET-CCS Maximum Daily Rate, or will pay your CCS Published Daily Rate, whichever is less.
- ◆ 3. WSET Texas School Ready Rates: If a Provider meets Texas School Ready program criteria, CCS will reimburse an enhancement rate of 5% above the WSET-CCS Maximum Daily Rate, or your CCS Published Daily Rate, whichever is less, for Preschool age only.
- ◆ 4. WSET Inclusion Assistance Rates: If the Provider is authorized by CCS to receive the Inclusion Assistance Rate to care for a special needs child, CCS will reimburse up to 190% of the WSET-CCS Maximum Rate or the CCS Published Daily Rate, whichever is less. The Inclusion Assistance Rate is an additional reimbursement for individual children with disabilities for which CCS authorizes special assistance and must be requested by the parent of the child (contact CCS at 903-526-1105).

The Americans with Disabilities Act (ADA) of 1990, as amended, requires public accommodations, including child care centers, group child care homes, and registered child care homes, to ensure access for all individuals regardless of disabilities. All child care Providers must comply with this law by accepting children with disabilities in their facility, and by making it possible for parents with children with disabilities to access child care facilities. "Inclusive Child Care" ensures children under the age of 19 with disabilities have access to child care in settings that include typically developing siblings and peers. Inclusive practices encompass programs, materials, curriculum, equipment, schedules, environments, family involvement, and program evaluation that ensuring each child's capabilities and needs are met. An inclusive child care program helps children understand and accept differences among individuals. It encourages respect for all people, while fostering a caring and understanding society. Inclusive child care prepares children to live in an integrated, supportive community.

### **DEFINITION OF CHILDREN WITH DISABILITIES**

A child who has a physical or mental impairment substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself; performing manual tasks; walking; hearing; seeing, speaking, or breathing; learning; and working.



- ◆ 5. WSET Blended Rates: If a child attends school and needs part day care for school days and full day care on school holidays, CCS will reimburse the Provider a blended rate that combines the part day and full day rates of either the WSET-CCS Maximum Daily Rate or your CCS Published Daily Rate, whichever is less (see Blended Rate section for calculation).
- ◆ 6. CCS pays the CCS Maximum Daily Rate or the CCS Published Daily Rate, whichever is less.
- ◆ 7. Providers may not refuse a CCS referral because the parent does not have a Parent Share of Cost.
- ◆ 8. Refer to your Published Daily Rate form and the CCS Maximum Daily Rate Chart.
- ◆ 9. Providers may not charge a CCS-referred parent a higher rate than you charge private-pay parents.
- ◆ 10. TRS Providers have higher rates than regular child care Providers (see WSET-CCS Maximum Daily Rates chart on page 5 of this document).

**D. Blended Rates**

- ◆ 1. Children who attend school usually have a Blended referral, which means they attend your facility less than 6 hours (part day) when school is in session and between 6 and 12 hours (full day) when school is closed, you are paid a Blended Rate for this type of referral.
- ◆ 2. This Blended Rate is published by adding the part day rate for 175 days and the full day rate for 30 days, and then dividing by the 205 days in a normal school year (see #3 for an example).
- ◆ 3. Blended Rate Calculation Example using current CCS Maximum Daily Rates for a school-aged child:  

$$(\$14.74 \times 175 = \$2,579.50) + (\$20.19 \times 30 = \$605.70) = \$3185.20 / 205 = \$15.54 \text{ Blended Daily Rate}$$

**E. Absent Day Payments**

- ◆ 1. CCS pays Licensed and Regulated Providers for absent days falling on a child's authorized days of care.
- ◆ 2. CCS is not allowed to pay Relative Providers for days children are absent from care.

**F. Provider Holidays**

- ◆ 1. CCS will pay Provider for 9 holidays, each calendar year. Holidays are:
 

|                |                  |                        |
|----------------|------------------|------------------------|
| New Year's Day | Fourth of July   | Day after Thanksgiving |
| MLK Birthday   | Labor Day        | Christmas Eve          |
| Memorial Day   | Thanksgiving Day | Christmas Day          |

**G. Emergency Days**

- ◆ 1. CCS will pay for the first day of closure due to inclement weather or extreme emergency. Workforce Solutions East Texas reimburses the child care Provider for each CCS child currently enrolled in the center when the center/home is closed due to inclement weather (i.e. ice/snow etc.) and the local independent school district is also closed for that day; or, in cases of extreme emergency (i.e. fire, electrical or gas outage, water damage etc.) for the first day of closure only. CCS must be notified (by phone, fax, e-mail) the facility is closed by the end of the day or payment cannot be authorized.

## **H. Claim Processing and Payment**

◆ 1. CCS pays Providers on weekly basis. Child Care Services (CCS) reimburses the child care Provider after services are rendered. The Provider must complete and have on file with CCS a signed Services of Statement and Reimbursement Agreement including Provider Certifications (WDA Form 0207 Revised 3.17.2021), a current copy of the Provider's Texas Child Care Licensing license or registration, a W-9 Request for Taxpayer Identification Number and Certification, a signed Authorization Agreement for Direct Deposits (ACH Credits) with a voided check (reimbursements must be deposited in the Provider's checking or savings account), and a signed copy of his/her Social Security card, or proof of EIN and name recognized by the Internal Revenue Service (IRS) or verification form from the Social Security Administration in order to be reimbursed for child care. All persons allowed to sign billing or other documents must be listed on the Statement of Services and Reimbursement Agreement (WDA Form 0207 Revised 3.17.2021). Each Provider is responsible for keeping all required information up to date by submitting all changes in writing to CCS.

◆ 2. Improper payments--Any payment of CCDF grant funds that should not have been made or was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements governing the administration of CCDF grant funds. This includes payments: to an ineligible recipient; for an ineligible service; for any duplicate payment; and for services not received. If CCS accidentally overpays you, we will seek to recover the amount of the overpayment.

◆ 3. CCS is not allowed to pay Providers for CCS children if found to be debarred from any other state or federal program.

◆ 4. Providers will not be paid for any day that the following circumstances occur:

- Instances involving fraud,
- Instances when you were paid for childcare from another source,
- Instances when Providers exceeded the licensed or registered capacity, or
- Instances when referred children were moved from one facility to another without authorization from CCS since authorization is for the facility listed on the contract and does not entitle Providers to move a child to another location even if you own the other location.

Texas Workforce Commission (TWC) requires Local Workforce Solutions Boards reimburse Providers (both Licensed or Registered and Relative Providers) by utilizing an Electronic Funds Transfer (EFT) payment system. Providers must complete the Authorization Agreement for Direct Deposit (ACH Credits) and attach a copy of a cancelled check or savings account deposit slip. After the Provider submits his/her billing, payment is deposited directly into the Provider's bank checking (or savings) account.

## **I. Payment Proof**

◆ 1. A copy of your payment proof is available at <http://payportal.easttexasworkforce-childcare.org> and is typically available by Thursday of each week.

2. Any corrections or adjustments to payments should be sent to your Provider Account Representative or submitted via the CCS Provider Portal/Website.

3. Contact your **Provider Account Representative** if you notice an error in units, rates, parent fee, or a child's age category on your CCS Payment Proof.

4. Please review your payment proof immediately.

#### **J. Contact Your Provider Account Representative**

- ◆ 1. Contact your Provider Account Representative if you need:
  - assistance understanding financial policies and procedures,
  - to report non-payment of the PSOC, or
  - to report a parent is leaving your care permanently.
  
- ◆ 2. Be sure you have someone who can take your place and notify CCS, if necessary, when you are not at the facility.

#### **K. Income and Employee Taxes**

- ◆ 1. The IRS-Internal Revenue Service and TWC-Texas Workforce Commission considers you to be self-employed, so no taxes will be deducted from your payments.
  
- ◆ 2. Providers are not employees of TWC-Texas Workforce Solutions, WSET-Workforce Solutions of East Texas, or CCS-Child Care Services.
  
- ◆ 3. Providers must complete Form W-9 when new to CCS and submit a new one if you make a change to your IRS filing status.
  
- ◆ 4. Form 1099 will be mailed to you on or before January 31<sup>st</sup> of each year.
  
- ◆ 5. The IRS and TWC occasionally send Freezes and/or Levies to CCS and we must comply with their requests.
  
- ◆ 6. CCS may be required to send your entire payment to them if Providers do not properly pay employee and/or unemployment taxes.

#### **Public Health Emergency Concern Absences and Parent Share of Cost**

Children may be absent from child care due to Public Health Concerns declared by the Public Health Emergency of International Concern by the World Health Organization or Texas Health and Human Services Commission (HHSC) Child Care Licensing (CCL).

Current TWC and Board policy require parents to ensure children meet attendance standards for child care services based on the child's authorization for enrollment. During a public or locally declared Public Health Emergency, Providers must follow guidance specifically provided as a result of the declared illness or related public health measure (e.g. Coronavirus, etc.).

#### **L. Statutory Requirements**

- ◆ 1. You agree, as a Child Care Provider for CCS, that you will comply with:
  - Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
  - Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112),
  - The Americans with Disabilities Act of 1990 (Public Law 101-336),
  - The Health and Safety Code Section 85.113 (relating to workplace and confidentiality guidelines regarding AIDS and HIV),

- The Pro-Children Act (Dec 2015) Title X, Part C of Public Law 103-227 also known as the “Pro-Children Act of 1994,” (20 U.S.C. § 7183), which states smoking may not be permitted within any indoor facility (or portion of such facility) owned or regularly used for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments or child care or early childhood development services to children. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day, administrative compliance, or both.
  - Immigration Reform and Control Act of 1986, and
  - All amendments to each, all requirements imposed by the regulations issued pursuant to these acts, the Texas Administrative Code, and local policies and procedures.
  
- ◆ 2. We assure, as Workforce Solutions East Texas and its contracted agencies, we will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
  - Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity;
  - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
  - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age; and
  - Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in educational programs; and,
  - All other regulations implementing the laws listed above.

### **SUSPECTED CHILD ABUSE AND NEGLECT**

Everyone in Texas is required by law to report suspected child abuse and/or neglect. If a Provider suspects abuse or neglect of a child is occurring away from the facility, the individual who suspects the abuse or neglect must immediately report the suspicion to Texas Department of Family and Protective Services (TDFPS) Child Protective Services (CPS).

The CPS Child Abuse Hotline Number is: 1-800-252-5400. A report can also be made online at [www.txabusehotline.org](http://www.txabusehotline.org).

## Reference Information

### ADDRESSES, PHONE NUMBERS AND RESOURCES

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#### Child Care Services (CCS)

Mailing Address

P.O. Box 131869

Tyler, TX 75713

Physical Address

4100 Troup Highway

Tyler, TX 75703

Office Number: (903) 526-1105 or 1-800-676-8283

TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/1-800-735-2988 (voice)

Fax Number: 888-977-1693

Email: [easttexas.ccs.customers@gmail.com](mailto:easttexas.ccs.customers@gmail.com)

Website: [www.easttexasworkforce.org](http://www.easttexasworkforce.org)

Provider Payment Portal: <http://payportal.easttexasworkforce-childcare.org>

Customer CCS Web Portal: <http://childcare.easttexasworkforce.org>

### CHILD CARE SERVICES PROVIDER FORMS

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- Form E- 2450 Authorization for Child Care Enrollment (Revised 5.02.19) Attachment 1
- CCS Contact Log (Revised 6.8.2018) Attachment 2
- WDA Form No. 0207, (Revised 3.17.2021) Statement of Services and Reimbursement Agreement Attachment 3
- CCS Provider Reporting Form (Revised 3.18.2021) Attachment 4
- CCS Notification of Non-Payment of Parent Share of Cost (Revised 7.26.2018) Attachment 5
- CCS Notification of Payment of Parent Share of Cost – Request to Reinstate Care to Provider (Revised 7.26.2018) Attachment 6
- CCS Reimbursement Payment Calendar (Revised 10.9.2020) Attachment 7
- CCS Parent Fee and Non-Payment Form Calendar Attachment 8

**Amendatory Directive 16-08-07 chg. 3**

**ATTACHMENT 1  
ET Form 2450 Authorization for Child Care Enrollment  
(Revised 5.02.2019)**



### Authorization for Child Care Enrollment

- Provide   
  Discontinue   
  Update  
 Licensed   
  Registered/Licensed Home

Childcare, according to the terms of our agreement, to the children listed below:

| Family Name:      |               |                  | TWIST ID:                      |      |      |         | Telephone No:             |    |            |          |
|-------------------|---------------|------------------|--------------------------------|------|------|---------|---------------------------|----|------------|----------|
| Address:          |               |                  |                                |      |      |         |                           |    |            |          |
| Child's Full Name | Date of Birth | Days of the Week | Care Authorized Referral Type* |      |      |         | Transportation Authorized |    | Referral   |          |
|                   |               |                  | Variable                       | Full | Part | Blended | Yes                       | No | Start Date | End Date |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |
|                   |               |                  |                                |      |      |         |                           |    |            |          |

\*Referral Type: Full Day – Six to twelve hours of care authorized; Part Day – Less than six hours of care authorized; Blended – Before and after school care, holidays and summer care authorized.

Parent Share of Cost:

Month:  
Amount \$:

Notes:

*This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.*

*Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.*

**Superseding Directive 21-08-11**

**ATTACHMENT 2**

**CCS Contact Log  
(Revised 6.8.2018)**





### CCS CONTACT LOG

Use this form when CCS Eligibility calls to place or end care for a child OR when you contact CCS because a child has stopped attending.

| DATE CALLED | NAME OF CCS WORKER | START DATE | END DATE | PARENT NAME | CHILD NAME | REFERRAL TYPE | PARENT SHARE OF COST |
|-------------|--------------------|------------|----------|-------------|------------|---------------|----------------------|
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
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|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |
|             |                    |            |          |             |            |               |                      |

*This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.*

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CCS Form Revised 6.8.2018

**Superseding Directive 21-08-11**

**ATTACHMENT 3**

**WDA Form 0207 Provider Statement of Services & Reimbursement Agreement  
(Revised 3.17.2021)**



## STATEMENT OF SERVICES AND REIMBURSEMENT AGREEMENT

|   |                                  |                                 |                           |  |                                 |   |
|---|----------------------------------|---------------------------------|---------------------------|--|---------------------------------|---|
| License / Registration No.  |                                  |                                 |                           | <input type="checkbox"/> TRS <input type="checkbox"/> TSR <input type="checkbox"/> INCLUSION |                                 |   |
| Type of Facility  |                                  |                                 |                           |  |                                 |   |
| <input type="checkbox"/> Licensed Child Care Center / Camp        |                                  |                                 |                           | <input type="checkbox"/> Licensed Child Care Home  |                                 | <input type="checkbox"/> Registered Child Care Home |
| Name of Facility  |                                  |                                 |                           |  | EIN/Social Security No.         |   |
| Address of Facility (Street, City, State, ZIP)                    |                                  |                                 |                           |  | - Baker-Ripley VID              |   |
| Mailing/Billing Address (Street, City, State, ZIP)                |                                  |                                 |                           |  | Click here to enter text.       |   |
| Facility Owner's Name   |                                  |                                 | Owner's E-mail Address    |  | Telephone No.                   |   |
| Director's Name   |                                  |                                 | Director's E-mail Address |  | Telephone No.                   |   |
| Contact Persons Name and Title (if not owner or director)         |                                  |                                 | Contact's E-mail Address  |  | Telephone No.                   |   |
| <b>Workforce Solutions East Texas Child Care Contractor Rate*</b> |                                  |                                 |                           | <b>Provider's Published Rate**</b>   |                                 |   |
| <b>Ages Served</b>  | <b>Full-Day<br/>(6-12 hours)</b> | <b>Part-Day<br/>(0-6 hours)</b> | <b>Blended</b>            | <b>Full-Day<br/>(6-12 hours)</b>   | <b>Part-Day<br/>(0-6 hours)</b> | <b>Blended</b>                                      |
| Infant<br>(0 – 17 months)   |                                  |                                 |                           |  |                                 |   |
| Toddler<br>(18 – 35 months)                                       |                                  |                                 |                           |  |                                 |   |
| Preschooler<br>(3 – 5 years)                                      |                                  |                                 |                           |  |                                 |   |
| School-ager<br>(6 – 12 years)                                     |                                  |                                 |                           |  |                                 |   |

This Agreement is between the Owner/Facility listed above (referred to as "Provider" herein) and the East Texas Council of Governments ("ETCOG"). Any reference to "Workforce Solutions East Texas" ("WSET") herein refers to ETCOG in its capacity as the administrative entity for WSET. All information provided by the provider must be verifiable using the Texas Department of Family & Protective Services (DFPS) website. \*Workforce Solutions East Texas Child Contractor Rate is the rate the Provider will be paid, except as noted below under Transportation Rates and/or Inclusion Assistance Rates. \*\*The Provider's Published Rate is the provider's published rate plus any application/membership fee(s) and/or activity fee(s) pro-rated to a daily rate. The provider will be paid the lower of this rate or Workforce Solutions' Child Care Contractor maximum rate.

What ages of children do you wish to accept in care?

Infant  Toddler  Preschooler  School-age  Certifications: Texas Rising Star  Texas School Ready

What days of the week are you open? Mon  Tue  Wed  Thur  Fri  Sat  Sun

What are your operating hours? 7:00am-6:00pm

Is Part Week Care Provided? YES  NO

If so, for what age groups? \_\_\_\_\_ For-Profit Provider  Non-Profit Provider

Transportation Rates: Does the provider provide transportation?  Yes  No

If yes, is the transportation rate included in the provider's published rate?  Yes  No, it's a separate rate.

WDA Form No. 0207 CCS Provider Statement of Services & Reimbursement Agreement (Rev. 03/17/2021)

## REIMBURSEMENT TERMS

**REPORTING ATTENDANCE/REQUESTING REIMBURSEMENT:** Providers will manually report Child Care Attendance. When a child is absent for five consecutive days, the provider is to report the absences to Child Care Services.

Workforce Solutions East Texas will take appropriate action against anyone who fails to report five consecutive absences as required, which may include, but is not limited to closing intake, moving children to another provider selected by the parent, withholding provider payments for reimbursement of costs incurred, termination of childcare services, recoupment of funds, or filing criminal charges with the appropriate authorities.

**B. REIMBURSEMENT FOR CHILD CARE:** Workforce Solutions East Texas Child Care Contractor will pay provider according to the executed provider rate schedule, within the dates a parent is eligible to receive assistance, and according to the following requirements:

1. **The Workforce Solutions East Texas Child Care Contractor will pay a provider for attendance reported, except in cases where fraud has been determined.**
2. **The Workforce Solutions East Texas Child Care Contractor will pay the first day of closure due to inclement weather or extreme emergency.** Workforce Solutions East Texas reimburses the child care provider for each CCS child currently enrolled when the center/home is closed due to inclement weather (i.e. ice/snow etc.) and the local independent school district is also closed for that day; or in cases of extreme emergency (i.e. fire, electrical or gas outage, water damage, etc.) for the first day of closure only. CCS must be notified (by child care portal, phone, fax, e-mail, etc.) the facility is closed by the end of the day or payment cannot be authorized.
3. **The Workforce Solutions East Texas Child Care Contractor will pay a provider nine pre-set holidays** per calendar year for each child currently enrolled with the provider. If a scheduled holiday falls on Saturday, the provider will be paid for Friday; if the scheduled holiday falls on Sunday, the provider will be paid for Monday. To keep parents from being penalized against their annual limit as described below, providers must report **all unpaid holidays** and any unscheduled closures. The nine pre-set holidays are as follows:

|                |                  |                        |
|----------------|------------------|------------------------|
| New Year's Day | Fourth of July   | Day after Thanksgiving |
| MLK Birthday   | Labor Day        | Christmas Eve          |
| Memorial Day   | Thanksgiving Day | Christmas Day          |
4. Workforce Solutions East Texas Child Care Contractor will terminate services to a parent whose child:
  - a. Exceeds the allowed **40-day** annual limit for absences and non-reported presence during the 12-month eligibility period.
5. Workforce Solutions East Texas Child Care Contractor will terminate services to a parent: who does not pay their parent share of cost. **It is the responsibility of the provider to report non-payment of Parent Share of Cost by the 4<sup>th</sup> business day of the month.**

**C. REIMBURSEMENT RATES:** All providers will be reimbursed for services rendered at the provider's published rate up to the maximum reimbursement rate established by Workforce Solutions East Texas. Providers will not be reimbursed at a rate higher than their published rate for the age of the child receiving child care services. The provider will be reimbursed a blended rate for school-age children during the normal school year including school holidays and teacher in-service days. The provider will be reimbursed for school-age children according to the referral during the summer months. The provider may also receive a child-specific inclusion assistance rate if authorized by Workforce Solutions East Texas Child Care Contractor (see Provider Handbook). A provider may also receive inclusion assistance rates up to 190% of the regular reimbursement rate for a child with disabilities if requested by the parent, assessment/evaluation is completed, and the rate is approved and authorized by CCS and is subject to the established maximum rates. The parent's share of cost (referred to as a "Parent Fee") will be deducted from the provider's reimbursement. It is the provider's responsibility to collect the parent's share of cost.

Beginning October 1, 2020, Workforce Solutions East Texas' Child Care Contractor maximum reimbursement rates for Regulated Providers are as follows:

| Age of children served  | Licensed Centers |          |          | Licensed Child Care Homes |          |          | Registered Child Care Homes |          |          |
|-------------------------|------------------|----------|----------|---------------------------|----------|----------|-----------------------------|----------|----------|
|                         | Full Day         | Part-Day | Blended  | Full Day                  | Part-Day | Blended  | Full Day                    | Part-Day | Blended  |
| Infant (0-17 months)    | \$ 24.21         | \$ 20.71 |          | \$ 20.73                  | \$ 18.18 |          | \$ 20.52                    | \$ 17.18 |          |
| TRS Enhanced Rate 5%    | \$ 25.43         | \$ 22.53 |          | \$ 22.26                  | \$ 20.07 |          | \$ 21.55                    | \$ 19.20 |          |
| TRS Enhanced Rate 7%    | \$ 27.81         | \$ 25.03 |          | \$ 24.73                  | \$ 22.29 |          | \$ 23.92                    | \$ 21.33 |          |
| TRS Enhanced Rate 9%    | \$ 30.90         | \$ 27.81 |          | \$ 27.47                  | \$ 24.76 |          | \$ 26.57                    | \$ 23.70 |          |
| Toddler (18-35 months)  | \$ 22.00         | \$ 19.07 |          | \$ 20.01                  | \$ 17.08 |          | \$ 19.57                    | \$ 17.79 |          |
| TRS Enhanced Rate 5%    | \$ 23.32         | \$ 20.97 |          | \$ 21.02                  | \$ 19.12 |          | \$ 20.55                    | \$ 18.68 |          |
| TRS Enhanced Rate 7%    | \$ 25.91         | \$ 23.30 |          | \$ 23.19                  | \$ 21.24 |          | \$ 22.81                    | \$ 20.27 |          |
| TRS Enhanced Rate 9%    | \$ 28.78         | \$ 25.88 |          | \$ 25.76                  | \$ 23.59 |          | \$ 25.34                    | \$ 22.52 |          |
| Preschooler (3-5 years) | \$ 20.85         | \$ 15.42 | \$ 16.21 | \$ 19.42                  | \$ 15.98 | \$ 16.48 | \$ 18.60                    | \$ 13.85 | \$ 14.55 |
| TRS Enhanced Rate 5%    | \$ 21.90         | \$ 16.20 | \$ 17.03 | \$ 20.40                  | \$ 16.78 | \$ 17.31 | \$ 19.53                    | \$ 14.55 | \$ 15.28 |
| TRS Enhanced Rate 5%    | \$ 21.90         | \$ 17.15 | \$ 17.85 | \$ 20.40                  | \$ 17.23 | \$ 17.69 | \$ 19.53                    | \$ 15.80 | \$ 16.35 |
| TRS Enhanced Rate 7%    | \$ 24.20         | \$ 19.05 | \$ 19.80 | \$ 22.22                  | \$ 19.14 | \$ 19.59 | \$ 21.53                    | \$ 17.55 | \$ 18.13 |
| TRS Enhanced Rate 9%    | \$ 26.88         | \$ 21.16 | \$ 22.00 | \$ 24.68                  | \$ 21.26 | \$ 21.76 | \$ 23.92                    | \$ 19.49 | \$ 20.14 |
| School-age (6-12 years) | \$ 20.19         | \$ 14.74 | \$ 15.54 | \$ 17.80                  | \$ 15.60 | \$ 15.92 | \$ 15.76                    | \$ 13.19 | \$ 13.57 |
| TRS Enhanced Rate 5%    | \$ 21.20         | \$ 15.81 | \$ 16.60 | \$ 18.69                  | \$ 16.38 | \$ 16.72 | \$ 17.28                    | \$ 14.12 | \$ 14.58 |
| TRS Enhanced Rate 7%    | \$ 22.98         | \$ 17.56 | \$ 18.35 | \$ 20.67                  | \$ 17.20 | \$ 17.71 | \$ 19.19                    | \$ 15.68 | \$ 16.19 |
| TRS Enhanced Rate 9%    | \$ 25.53         | \$ 19.51 | \$ 20.39 | \$ 22.96                  | \$ 19.11 | \$ 19.67 | \$ 21.32                    | \$ 17.42 | \$ 17.99 |

**D. RECEIVING REIMBURSEMENT:** Requests for reimbursement are processed in accordance with the schedule published by Workforce Solutions East Texas. To receive reimbursement, the provider must keep Workforce Solutions East Texas informed of updated contact and depository information including e-mail addresses. Child Care Services will deposit provider reimbursements into each provider's bank account through Electronic Funds Transfer (EFT) after processing attendance/payment data.

**E. CONTACT INFORMATION:** Provider questions may be answered by consulting the Workforce Solutions East Texas Child Contractor Provider Handbook at [www.easttexasworkforce-childcare.org](http://www.easttexasworkforce-childcare.org), by calling 1-800-676-8283, or by submitting a question through the provider support email address at [www.easttexas.ccsprovider@gmail.com](mailto:www.easttexas.ccsprovider@gmail.com).

**F. Workforce Solutions East Texas reserves the right to:**

- deny renewal or terminate an existing provider rate schedule,
- refuse to initiate a new provider rate schedule,
- discontinue referring Workforce Solutions East Texas customers to a provider who is found to have committed repeated violations of Workforce Solutions East Texas policies including, but not limited to:
  - a) misrepresenting information or presenting information that is untrue to Workforce Solutions East Texas staff or customers, or
  - b) not reporting changes regarding provider status.
- refuse payment for subsidies for a child at licensed child care centers, including before- or after-school programs and school-age programs, in which the parent or his or her spouse, including the child's parent or stepparent, is the director or assistant director, or has an ownership interest; or licensed, registered home where the parent also works during the hours his or her child is in care.
- withhold and/or deny payment if a provider does not report to Workforce Solutions East Texas within five days of receiving the authorization any discrepancies between the authorization and the referral.

I, the undersigned child care provider, attest the information provided above is true and accurate; and, by signing this form acknowledge:

1. The information above is not misrepresented or untrue and that provider will inform the Workforce Solutions East Texas Child Care Contractor if any of the information changes, and failure to report these changes may be grounds for non-payment and the removal of all children receiving Workforce Solutions East Texas Child Care Contractor funding.
2. The provider rate listed above is not higher than the rate charged to the provider's unsubsidized customers.
3. If provider or provider's facility is placed on Corrective or Adverse Action by Child Care Licensing or is found to be in non-compliance with, seriously deficient by or debarred from other State or Federal programs, the Workforce Solutions East Texas Child Care Contractor will notify existing customers of their option to transfer to another provider, and may further:
  - a. halt new enrollments of Workforce Solutions East Texas Child Care Contractor funded children at the provider,
  - b. immediately remove all children funded by Workforce Solutions East Texas from the provider's facility, and/or
  - c. refuse reimbursement for services delivered.

4. If provider or provider's employees or agents submit false claims for reimbursement; Workforce Solutions East Texas reserves the right to recover funds from the provider through withholding future payments or requiring the provider to return funds to Workforce Solutions East Texas directly.
5. The provider is not an employee or independent contractor of Workforce Solutions East Texas Contractor or any of its corporate affiliates or contractors.
6. Nothing herein constitutes an endorsement by Workforce Solutions East Texas Child Care Contractor and the provider may not use "Workforce Solutions East Texas" or the name of any of its corporate affiliates or contractors on signs, posters, or other promotional materials.
7. To be reimbursed, the provider must abide by the reimbursement terms on this document.
8. The provider cannot charge fees to a parent receiving child care subsidies that are not charged to parents who are not receiving subsidies.
9. The provider cannot charge Workforce Solutions East Texas Child Care Contractor referred parents for any differences between the provider's published rate and the Workforce Solutions East Texas reimbursement rate.
10. The provider will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112). The Americans with Disabilities Act of 1990 (Public Law 101-336), the Health and Safety Code Section 85.113 (relating to workplace and confidentiality guidelines regarding AIDS and HIV), and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts. In addition, the provider agrees to comply with Title 40, Chapter 73, of the Texas Administrative Code. These provide in part that no persons in the United States shall, on the grounds of race, color, national origin, sex age, disability, political beliefs or religion be excluded from participation in, or denied any aid, care, service, or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination. The provider cannot deny a child care referral based on the parent's income status; receipt of public assistance; or the child's Texas Department of Family and Protective Services Child Protective Services (CPS) status.
11. I understand prior to reimbursement I must provide Workforce Solutions East Texas Child Care Services with a completed and signed W-9, a copy of my signed Social Security card or proof of EIN and name recognized by the IRS, a current copy of my Texas Department of Family and Protective Services (DFPS) license or registration, ACH Authorization Form with cancelled check, and my published rates and additional fees. I also understand I must keep all requested information on these documents accurate and up to date by submitting any changes to information on these documents in writing. I understand that I cannot charge fees to a parent receiving child care subsidies that are not charged to parents who are not receiving subsidies.
12. ETCOG may delegate to the Child Care Contractor, subject to review and approval by ETCOG to act under this Agreement.

I have received a CCS Licensed and Registered Provider Handbook and I understand and agree to abide by the rules and procedures described within.

YES  NO

This Agreement may be terminated at will by either party on thirty (30) days written notice.

| Effective Date | Termination Date |
|----------------|------------------|
| 4/1/2021       |                  |

\_\_\_\_\_  
Name: Provider Owner

\_\_\_\_\_  
Name: ETCOG Authorized Representative

\_\_\_\_\_  
Signature: Provider Owner / \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: ETCOG Representative / \_\_\_\_\_  
Date



## PROVIDER CERTIFICATIONS

I AGREE to comply with all attendance reporting and tracking procedures as required by the Texas Workforce Commission (TWC), Workforce Solutions East Texas Board (WSETB), and Child Care Services (CCS).

I AGREE to contact the designated Workforce Solutions East Texas staff member when a child has not attended for five (5) consecutive days.

I UNDERSTAND Workforce Solutions East Texas Child Care Contractor parents have 40 absences ~~(or failure to report attendances)~~ within a 12-month period. ~~I understand I cannot collect the cost of care from the parent for the attendances and/or absences the parent did not report because Workforce Solutions East Texas reimburses my center/home for these absences.~~

I AGREE to comply with the current attendance policies and understand failure to comply may require corrective or adverse actions, such as investigation and prosecution of fraud, and actions described in the TWC Child Care Rules which include, but are not limited to the following:

- closing intake;
- moving children to another provider selected by the parent;
- withholding provider payments or reimbursement of costs incurred;
- termination of the Statement of Reimbursement Agreement in my center or home; and/or,
- recoupment of funds.

I AGREE to provide the CCR required attendance records when requested by the Child Care Contractor, ETCOG staff, or TWC staff.

I AGREE to complete a new Statement of Services any time there is a change. I understand that failure to do so may result in withholding my reimbursement.

I AGREE in accordance with Pro-Children Act (Dec 2015), Title X, Part C of Public Law 103-227, also known as the "Pro-Children Act of 1994," (20 U.S.C. § 7183), smoking may not be permitted within any indoor facility (or portion of such facility) owned or regularly used for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments or child care or early childhood development services to children. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day, administrative compliance, or both.

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**Signature - Provider Authorized Representative**

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**Date**

**Workforce Solutions East Texas Board - Child Care Services is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 1-(800) 735-2989 or (903) 526-1105**

*This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.*

*Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.*

WDA Form No. 0207 CCS Provider Statement of Services & Reimbursement Agreement (Rev. 03/17/2021)

**Superseding Directive 21-08-11**

**ATTACHMENT 4**

**CCS Provider Child Care Reporting Form  
(Revised 3.18.2021)**





# CHILD CARE SERVICES

## Provider Child Care Reporting Form

Date the Report is Submitted: \_\_\_\_\_ CCS Portal (Confirmation #): \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Provider Name and License #:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_ **Twist ID #:** \_\_\_\_\_

**Child(ren) Name:** \_\_\_\_\_ **CPS Case: Yes: \_\_\_\_\_ No: \_\_\_\_\_**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Child(ren) Has Not Attended WITHOUT Parent Contact for 5 Consecutive Days**  
 Dates of Absence (i.e. October 1st -5th): \_\_\_\_\_  
CCS will Outreach Parent

**Parent Requested to Voluntary Drop from Center**  
(MUST Notify CCS on First Day Of Drop Regardless if Parent Notified CCS or Not)  
 Last Date Child(ren) Attended: \_\_\_\_\_

**Child Dismissed from Center Due to:** \_\_\_\_\_ Behavior \_\_\_\_\_ Center Policy Violation \_\_\_\_\_ Other  
 Date Child(ren) Dismissed: \_\_\_\_\_

**Attendance Not Recorded Due to Provider Issue/Error**  
 \_\_\_\_\_ Emergency Closure Due to: \_\_\_\_\_ Weather \_\_\_\_\_ Family Death \_\_\_\_\_ Fire \_\_\_\_\_ No Utilities \_\_\_\_\_ Injury/Accident  
 \_\_\_\_\_ Other (Explain in Comments)

**Comments (Be specific):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is an equal opportunity program. Auxiliary aids and services are available upon request. TX Relay 1.800.735.2989. East Texas Workforce Centers Child Care Services are operated by BakerRipley under the authority of the East Texas Workforce Development Board.

**Superseding Directive 21-08-11**

**ATTACHMENT 5**

**CCS Form 008 Notification of Non-Payment of Parent Share of Cost  
(Revised 7.26.2018)**



CHILD CARE SERVICES (CCS)
NOTIFICATION OF NON-PAYMENT OF PARENT SHARE OF COST
(PLEASE PRINT WHEN COMPLETING FORM)

Facility Name: \_\_\_\_\_ Facility License #: \_\_\_\_\_

Parents Name & TWIST ID: \_\_\_\_\_

Child(ren) Name: \_\_\_\_\_

Parent Share of Cost Outstanding: \$ \_\_\_\_\_

Has the child(ren) been dismissed and asked not to return? YES [ ] NO [ ]

Dismissal Date: \_\_\_\_\_

Texas Workforce Commission (TWC) Chapter 809 Child Care Rules, Section 809.92 Provider Responsibilities and Reporting Requirements, Subsection (b)(1) states, "Providers shall be responsible for collecting the parent share of cost as assessed under §809.19 before child care services are delivered". Subsection (b)(3) states, "Providers shall report to the Board or the Board's child care contractor instances in which the parent fails to pay the parent share of cost".

In accordance with the TWC Chapter 809 Child Care Rules, the Workforce Solutions East Texas Provider Handbook, and your Statement of Services and Reimbursement Agreement; you are required to collect the parent share of cost (PSoC) before services are delivered, ideally the 1st business day of each month. In addition, you are required to notify CCS if a CCS referred parent has failed to pay their PSoC.

- I understand if I do not collect the PSoC I am taking a risk I will never collect the amount.
I also understand neither CCS, ETCOG nor the Workforce Solutions East Texas Board can assist me with the collection or reimbursement.

CCS must receive notification no later than the 4th business day of the month.

- Failure to report non-payment of parent share of cost will result in provider corrective action.

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

FAX 888-977-1693
CCS Form 008-Revised 7.26.2018

**Superseding Directive 21-08-11**

**ATTACHMENT 6**

**CCS Form Notification of Payment of Parent Share of Cost  
(Revised 7.26.2018)**



**CHILD CARE SERVICES (CCS)  
NOTIFICATION OF PAYMENT OF PARENT SHARE OF COST  
(PLEASE PRINT WHEN COMPLETING FORM)**

Facility Name: \_\_\_\_\_

Facility License #: \_\_\_\_\_

Parents Name & TWIST ID: \_\_\_\_\_

Child(ren) Name: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Will child(ren) been allowed to return to your facility?    YES     NO

Date of Return: \_\_\_\_\_

---

**Texas Workforce Commission (TWC) Chapter 809 Child Care Rules, Section 809.92 Provider Responsibilities and Reporting Requirements, Subsection (b)(1) states, "Providers shall be responsible for collecting the parent share of cost as assessed under §809.19 before child care services are delivered". Subsection (b)(3) states, "Providers shall report to the Board or the Board's child care contractor instances in which the parent fails to pay the parent share of cost".**

Please be advised you must collect the full balance owed. Partial payment and/or payment arrangements are not acceptable. Provider reimbursement payment will be reinstated based upon the date of return above.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.*

*Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.*

FAX 888-977-1693  
CCS Form -Revised 7.26.18

**Superseding Directive 21-08-11**

**ATTACHMENT 7**

**CCS Reimbursement Payment Calendar  
(Revised 10.9.2020)**

## CCS Reimbursement Payment Calendar

### JULY

#### Parent Fee Due 7/1/20 - Non Payment Form Due 7/7/20

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| July 5 - July 11       | 7/22/2020                  | 7/24/2020        |
| July 12 - July 18      | 7/29/2020                  | 7/31/2020        |
| July 19 - July 25      | 8/5/2020                   | 8/7/2020         |
| July 26 - August 1     | 8/12/2020                  | 8/14/2020        |

### AUGUST

#### Parent Fee Due 8/3/20 - Non Payment Form Due 8/6/20

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| August 2 - August 8    | 8/19/2020                  | 8/21/2020        |
| August 9 - August 15   | 8/26/2020                  | 8/28/2020        |
| August 16 - August 22  | 9/2/2020                   | 9/4/2020         |
| August 23 - August 29  | 9/9/2020                   | 9/11/2020        |

### SEPTEMBER

#### Parent Fee Due 9/1/20 - Non Payment Form Due 9/4/20

| Units Paid For Week Of      | Portal Statement Paid Date | ACH Deposit Date |
|-----------------------------|----------------------------|------------------|
| August 30 - September 5     | 9/16/2020                  | 9/18/2020        |
| September 6 - September 12  | 9/23/2020                  | 9/25/2020        |
| September 13 - September 19 | 9/30/2020                  | 10/2/2020        |
| September 20 - September 26 | 10/7/2020                  | 10/9/2020        |
| September 27 - October 3    | 10/14/2020                 | 10/16/2020       |

### OCTOBER

#### Parent Fee Due 10/1/20 - Non Payment Form Due 10/6/20

| Units Paid For Week Of  | Portal Statement Paid Date | ACH Deposit Date |
|-------------------------|----------------------------|------------------|
| October 4 - October 10  | 10/21/2020                 | 10/23/2020       |
| October 11 - October 17 | 10/28/2020                 | 10/30/2020       |
| October 18 - October 24 | 11/4/2020                  | 11/6/2020        |
| October 25 - October 31 | 11/11/2020                 | 11/13/2020       |

### NOVEMBER

#### Parent Fee Due 11/2/20 - Non Payment Form Due 11/5/20

| Units Paid For Week Of    | Portal Statement Paid Date | ACH Deposit Date |
|---------------------------|----------------------------|------------------|
| November 1 - November 7   | 11/18/2020                 | 11/20/2020       |
| November 8 - November 14  | 11/25/2020                 | 11/27/2020       |
| November 15 - November 21 | 12/2/2020                  | 12/4/2020        |
| November 22 - November 28 | 12/9/2020                  | 12/11/2020       |

### DECEMBER

#### Parent Fee Due 12/1/20 - Non Payment Form Due 12/4/20

| Units Paid For Week Of    | Portal Statement Paid Date | ACH Deposit Date |
|---------------------------|----------------------------|------------------|
| November 29 - December 5  | 12/16/2020                 | 12/18/2020       |
| December 6 - December 12  | 12/23/2020                 | 12/25/2020       |
| December 13 - December 19 | 12/30/2020                 | 1/1/2021         |
| December 20 - December 26 | 1/6/2021                   | 1/8/2021         |
| December 27 - January 2   | 1/13/2021                  | 1/15/2021        |

Unit Paid For Week Of = The dates the units are actually being paid for  
 Portal Statement Paid Date = Date of statement in Provider Payment Portal  
 ACH Deposit Date = Date Provider will receive reimbursement at their bank

# CCS Reimbursement Payment Calendar

## JANUARY

### Parent Fee Due 1/4/2021 - Non Payment Form Due 1/7/2021

| Units Paid For Week Of  | Portal Statement Paid Date | ACH Deposit Date |
|-------------------------|----------------------------|------------------|
| January 3 - January 9   | 1/19/2021                  | 1/22/2021        |
| January 10 - January 16 | 1/26/2021                  | 1/29/2021        |
| January 17 - January 23 | 2/2/2021                   | 2/5/2021         |
| January 24 - January 30 | 2/9/2021                   | 2/12/2021        |

## FEBRUARY

### Parent Fee Due 2/1/2021 - Non Payment Form Due 2/4/2021

| Units Paid For Week Of    | Portal Statement Paid Date | ACH Deposit Date |
|---------------------------|----------------------------|------------------|
| January 31 - February 6   | 2/16/2021                  | 2/19/2021        |
| February 7 - February 13  | 2/23/2021                  | 2/26/2021        |
| February 14 - February 20 | 3/2/2021                   | 3/5/2021         |
| February 21 - February 27 | 3/9/2021                   | 3/12/2021        |

## MARCH

### Parent Fee Due 3/1/2021 - Non Payment Form Due 3/4/2021

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| February 28- March 6   | 3/16/2021                  | 3/19/2021        |
| March 7 - March 13     | 3/23/2021                  | 3/26/2021        |
| March 14 - March 20    | 3/30/2021                  | 4/2/2021         |
| March 21 - March 27    | 4/6/2021                   | 4/9/2021         |
| March 28 - April 3     | 4/13/2021                  | 4/16/2021        |

## APRIL

### Parent Fee Due 4/1/2021 - Non Payment Form Due 4/6/2021

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| April 4 - April 10     | 4/20/2021                  | 4/23/2021        |
| April 11 - April 17    | 4/27/2021                  | 4/30/2021        |
| April 18 - April 24    | 5/4/2021                   | 5/7/2021         |
| April 25 - May 1       | 5/11/2021                  | 5/14/2021        |

## MAY

### Parent Fee Due 5/3/2021 - Non Payment Form Due 5/6/2021

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| May 2 - May 8          | 5/18/2021                  | 5/21/2021        |
| May 9 - May 15         | 5/25/2021                  | 5/28/2021        |
| May 16 - May 22        | 6/1/2021                   | 6/4/2021         |
| May 23 - May 29        | 6/8/2021                   | 6/11/2021        |

## JUNE

### Parent Fee Due 6/1/2021 - Non Payment Form Due 6/4/2021

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| May 30 - June 5        | 6/15/2021                  | 6/18/2021        |
| June 6 - June 12       | 6/22/2021                  | 6/25/2021        |
| June 13 - June 19      | 6/29/2021                  | 7/2/2021         |
| June 20 - June 26      | 7/6/2021                   | 7/9/2021         |
| June 27 - July 3       | 7/13/2021                  | 7/16/2021        |

Unit Paid For Week Of = The dates the units are actually being paid for  
 Portal Statement Paid Date = Date of statement in Provider Payment Portal  
 ACH Deposit Date = Date Provider will receive reimbursement at their bank



## CCS Reimbursement Payment Calendar

### JULY

#### Parent Fee Due 7/1/2021 - Non Payment Form Due 7/7/2021

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| July 4 - July 10       | 7/20/2021                  | 7/23/2021        |
| July 11 - July 17      | 7/27/2021                  | 7/30/2021        |
| July 18 - July 24      | 8/3/2021                   | 8/6/2021         |
| July 25 - July 31      | 8/10/2021                  | 8/13/2021        |

### AUGUST

#### Parent Fee Due 8/2/2021 - Non Payment Form Due 8/5/2021

| Units Paid For Week Of | Portal Statement Paid Date | ACH Deposit Date |
|------------------------|----------------------------|------------------|
| August 1 - August 7    | 8/17/2021                  | 8/20/2021        |
| August 8 - August 14   | 8/24/2021                  | 8/27/2021        |
| August 15 - August 21  | 8/31/2021                  | 9/3/2021         |
| August 22 - August 28  | 9/7/2021                   | 9/10/2021        |

### SEPTEMBER

#### Parent Fee Due 9/1/2021 - Non Payment Form Due 9/7/2021

| Units Paid For Week Of      | Portal Statement Paid Date | ACH Deposit Date |
|-----------------------------|----------------------------|------------------|
| August 29 - September 4     | 9/14/2021                  | 9/17/2021        |
| September 5 - September 11  | 9/21/2021                  | 9/24/2021        |
| September 12 - September 18 | 9/28/2021                  | 10/1/2021        |
| September 19 - September 25 | 10/5/2021                  | 10/8/2021        |
| September 26 - October 2    | 10/12/2021                 | 10/15/2021       |

### OCTOBER

#### Parent Fee Due 10/1/2021 - Non Payment Form Due 10/6/2021

| Units Paid For Week Of  | Portal Statement Paid Date | ACH Deposit Date |
|-------------------------|----------------------------|------------------|
| October 3 - October 9   | 10/19/2021                 | 10/22/2021       |
| October 10 - October 16 | 10/26/2021                 | 10/29/2021       |
| October 17 - October 23 | 11/2/2021                  | 11/5/2021        |
| October 24 - October 30 | 11/9/2021                  | 11/12/2021       |

### NOVEMBER

#### Parent Fee Due 11/1/2021 - Non Payment Form Due 11/4/2021

| Units Paid For Week Of    | Portal Statement Paid Date | ACH Deposit Date |
|---------------------------|----------------------------|------------------|
| October 31 - November 6   | 11/16/2021                 | 11/19/2021       |
| November 7 - November 13  | 11/23/2021                 | 11/26/2021       |
| November 14 - November 20 | 11/30/2021                 | 12/3/2021        |
| November 21 - November 27 | 12/7/2021                  | 12/10/2021       |

### DECEMBER

#### Parent Fee Due 12/1/2021 - Non Payment Form Due 12/6/2021

| Units Paid For Week Of    | Portal Statement Paid Date | ACH Deposit Date |
|---------------------------|----------------------------|------------------|
| November 28 - December 4  | 12/14/2021                 | 12/17/2021       |
| December 5 - December 11  | 12/21/2021                 | 12/24/2021       |
| December 12 - December 18 | 12/28/2021                 | 12/31/2021       |
| December 19 - December 25 | 1/4/2022                   | 1/7/2022         |
| December 26 - January 1   | 1/11/2022                  | 1/14/2022        |

Unit Paid For Week Of = The dates the units are actually being paid for  
 Portal Statement Paid Date = Date of statement in Provider Payment Portal  
 ACH Deposit Date = Date Provider will receive reimbursement at their bank

**Amendatory Directive 16-08-07 chg. 3**

**ATTACHMENT 8**

**CCS Parent Fee Due Dates & Non-Payment Form Due Dates**

# CCS Parent Fee Due Dates

Attention CCS Parents! Your parent fee is due in full on the 1st business day of the month. Failure to pay your fee by the due date may result in a late fee. If your fee is not paid in full by the 4th business day of the month your balance will be reported to CCS for non-payment and your services are at risk to be terminated.

## JANUARY

**Parent Fee Due 1/4/2021 - Non Payment Form Due 1/7/2021**

## FEBRUARY

**Parent Fee Due 2/1/2021 - Non Payment Form Due 2/4/2021**

## MARCH

**Parent Fee Due 3/1/2021 - Non Payment Form Due 3/4/2021**

## APRIL

**Parent Fee Due 4/1/2021 - Non Payment Form Due 4/6/2021**

## MAY

**Parent Fee Due 5/3/2021 - Non Payment Form Due 5/6/2021**

## JUNE

**Parent Fee Due 6/1/2021 - Non Payment Form Due 6/4/2021**

## JULY

**Parent Fee Due 7/1/2021 - Non Payment Form Due 7/7/2021**

## AUGUST

**Parent Fee Due 8/2/2021 - Non Payment Form Due 8/5/2021**

## SEPTEMBER

**Parent Fee Due 9/1/2021 - Non Payment Form Due 9/7/2021**

## OCTOBER

**Parent Fee Due 10/1/2021 - Non Payment Form Due 10/6/2021**

## NOVEMBER

**Parent Fee Due 11/1/2021 - Non Payment Form Due 11/4/2021**

## DECEMBER

**Parent Fee Due 12/1/2021 - Non Payment Form Due 12/6/2021**