



ANNOUNCEMENT: S-08 #07
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: August 29, 2008
EFFECTIVE DATE: September 1, 2008

SUBJECT:	2008-09 Relative/Neighbor Provider Agreement
TO:	Child Care Information Services Agencies
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development & Early Learning

Harriet Dichter

PURPOSE:

- To issue the revised Relative/Neighbor (R/N) Provider Agreement to Child Care Information Services (CCIS) agencies. The following attachments are included with this announcement:
 - The Relative/Neighbor Provider Agreement
 - Appendix A – Rules for Payment in the Subsidized Child Care Program
 - Appendix B –Relative/Neighbor Rate Guide 2008-09
 - Appendix C – Participation Standards for Relative/Neighbor Providers
 - Relative/Neighbor Provider Agreement Letter
- To highlight changes to the R/N Provider Agreement and the Appendices resulting from implementation of the Adam Walsh Federal Child Protection and Safety Act of 2006 and Act 73 of 2007 which amends the Pennsylvania Child Protective Services Law (CPSL).
- To issue instructions to CCISs on the distribution of the revised R/N Provider Agreement.

BACKGROUND:

The R/N Provider Agreement was revised to reflect the following policy changes:

Act 73 of 2007 amended Pennsylvania's CPSL to require child care providers to obtain Federal criminal history clearances. Effective September 1, 2008, the Office of Child Development and Early Learning (OCDEL) will require:

- New R/N providers to complete a one-time Federal criminal history clearance prior to being paid to care for a child enrolled in the subsidized child care program.
- Existing R/N providers to submit Federal criminal history clearances prior to their CareCheck renewal.

Recent appeal decisions have highlighted the need for the CCIS to assure that a provider with limited English proficiency understands the provisions outlined in the Provider Agreement and Appendices. The CCIS must:

- Give the provider the opportunity to request interpreter services.
- When requested, confirm that those services were provided.
- Document the name of the interpreter if available.

- Note if LanguageLine is used and include the name of the interpreter or the transaction number so the call can be tracked.

DISCUSSION:

The new Relative/Neighbor Provider Agreement attached to this Announcement is effective September 1, 2008 and must be used for all R/N providers who wish to participate in the subsidized child care program. This Agreement replaces the Relative/Neighbor Provider Agreement issued July 2005 and includes the following changes:

- R/N Provider Agreement
 - Page 3 Ending the Provider Agreement – Removed “Charging the CCIS more than the payment rate established in this Agreement”.
 - Page 4
 - Added question about acceptance of the blended rate
 - Added provider request for interpreter services and CCIS confirmation that the service was provided
- Appendix A
 - Titled “Rules for Payment...” rather than “Rules for Participation...”
 - Page 4 – Removed Section F Alternate Care. This information is located in Appendix C.
- Appendix C
 - Page 1
 - Added information to Section D regarding the Federal criminal history clearance requirement
 - Added requirement to attend a face-to-face interview

Beginning September 1, 2008, the CCIS will use the revised Agreement for all new R/N providers who wish to participate in the subsidized child care program.

By December 31, 2008, the CCIS must obtain a signed new Agreement for existing R/N providers currently doing business with the CCIS. A provider agreement letter is attached to this Announcement for this purpose. The CCIS must develop and implement a plan to track the return of signed new Agreements from existing R/N providers currently doing business with the CCIS. The CCIS must terminate the R/N Provider Agreement and suspend enrollments for R/N providers currently doing business with the CCIS who do not return a signed new Agreement by that date.

NEXT STEPS:

1. Review this information with appropriate staff.
2. Beginning September 1, 2008, use the revised Relative/Neighbor Provider Agreement and appendices for new R/N providers.
3. Develop and implement a plan to obtain signed new agreements for all existing R/N providers currently doing business with the CCIS by December 31, 2008.
4. Terminate the Provider Agreement for R/N providers who do not return a signed new Agreement by December 31, 2008.
5. Obsolete Announcement S-05 #05 2005-2006 Relative/Neighbor Provider Agreement.
6. Direct questions to your Subsidy Coordinator.