

**Title:** Provider Updates

**Priority:** High

**Category:** Informational

**Action required:** Read and use as required

**Response Required:** None

**Purpose:**

The purpose of this Communiqué is to advise CCIS agencies that the Department will conduct a market rate survey in conjunction with the annual provider rates update.

**Background:**

CCIS agencies update provider profiles, provider rates and closed days in CCMIS annually. By now most CCIS agencies have printed the Provider Profile Updates that are to be sent to providers on April 7, 2006. Please do not mail the Provider Profile Updates until you receive further direction from the Department.

We plan to use the rate information the CCIS gathers from providers annually to conduct the market rate survey. Combining the market rate survey with the provider rates update allows the Department access to more frequently updated information which can be used to project costs for the following year and update maximum child care allowances when appropriate. It allows us to piggy-back on the work normally conducted by the CCIS; we do not anticipate that combining the two processes will cause additional work for the CCIS.

**Next Steps:**

- 1) Continue to print your Provider Profile Updates.
- 2) Hold the Updates until you receive further direction from the Department.
- 3) By April 3, 2006, CCIS will receive a complete packet containing the following:
  - a. Desk Guide for CCIS use
  - b. Letter to providers explaining the market rate survey, including instructions for completion, frequently asked questions and examples
  - c. Combined Market Rate Survey/Appendix C1 for providers to complete
  - d. Appendix B, Closed Days for providers to complete
  - e. Revised pages to the Provider Agreement
- 4) Please share this information with appropriate staff.