



ANNOUNCEMENT: S-09 #09
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING
BUREAU OF SUBSIDIZED CHILD CARE SERVICES

ISSUE DATE: July 7, 2009
EFFECTIVE DATE: July 7, 2009
SUNSET DATE: On-Going

SUBJECT:	In-Home Care Parent/Caretaker Provider Agreement
TO:	Child Care Information Services Directors
FROM:	Harriet Dichter Deputy Secretary, Office of Child Development & Early Learning

Harriet Dichter

PURPOSE:

- To issue a revised In-Home Care Parent/Caretaker Provider Agreement (In-Home Agreement) to Child Care Information Services (CCIS) agencies. The following attachments are included with this Announcement:
 - The In-Home Agreement
 - Appendix A – Standards and Guidelines for Participation
 - Appendix B – Subsidized Child Care Relative/Neighbor Provider Payment Rates
 - Appendix C – Rules for Payment in the Subsidized Child Care Program
 - In-Home Parent Reminder Postcard/Letter
 - In-Home Parent Letter Advising of New Agreement
- To highlight changes to the In-Home Agreement and the Appendices.
- To issue instructions to CCIS on the distribution of the revised In-Home Agreement.

BACKGROUND:

The In-Home Agreement was revised to reflect the following policies effective July 1, 2009:

- The CCIS will deduct a \$20 CareCheck fee from the parent's first payment on behalf of the in-home provider following the initial CareCheck for new providers or the CareCheck renewal for existing providers.
- The in-home provider must obtain 12 hours of professional development training every two years.
- The CCIS will pay the in-home provider an add-on of 7% of the provider's rate when caring for children during non-traditional hours.

The In-Home Agreement was also updated to include information on the Right to Know Law and Federal debarment.

DISCUSSION:

The new In-Home Agreement attached to this Announcement is effective July 1, 2009 and must be used for all in-home providers who wish to participate in the subsidized child care program. This In-Home Agreement replaces the In-Home Agreement issued September 5, 2008 and includes the following changes:

- In-Home Agreement
 - Page 3: Termination by the CCIS
 - Added a bullet indicating the CCIS will terminate the In-Home Agreement if the parent is debarred or suspended from receiving Federal funds
 - Added a section on the Right to Know Law
 - Page 4: Alternate Care
 - Clarified that all substitute providers must meet provider standards regarding criminal and child abuse background clearances and training
 - Page 7
 - Added “Request for Interpreter”
- Appendix A
 - Page 1: Provider Standards
 - Added information regarding 12 hour training requirement
 - Page 2
 - Added information on \$20 Care Check fee
 - Page 3
 - Added statement regarding Federal suspension/debarment reporting requirement
- Appendix B
 - Revised to reflect Fiscal Year 2009-10 rates
- Appendix C
 - Page 1
 - Calculations revised to reflect 7% add-on for non-traditional care
- In-Home Parent Reminder Postcard/Letter
 - Revised to reflect a generic date for Household Employer Tax Guide

Effective immediately, the CCIS will use the revised In-Home Agreement for all new in-home providers who wish to participate in the subsidized child care program.

By October 1, 2009, the CCIS must obtain a signed new In-Home Agreement for existing in-home providers and parents currently doing business with the CCIS. A parent letter is attached to this Announcement for this purpose. The CCIS must send the letter and In-Home Agreement to the parent, who must sign the In-Home Agreement and obtain the signature of the provider before returning the In-Home Agreement to the CCIS.

The CCIS must develop and implement a plan to track the return of signed new In-Home Agreements from parents currently receiving in-home services from the CCIS. The CCIS must terminate the In-Home Agreement and suspend enrollments with in-home providers currently doing business with the CCIS if a signed new In-Home Agreement is not returned by October 1, 2009.

NEXT STEPS:

1. Review this information with appropriate staff.
2. Beginning immediately, use the revised In-Home Agreement and Appendices for new in-home providers.
3. Send the parent letter and new In-Home Agreement to parents currently receiving in-home care.
4. Develop and implement a plan to obtain signed new agreements for all existing in-home providers currently doing business with the CCIS by October 1, 2009.
5. Terminate the In-Home Agreement for in-home providers who do not return a signed new In-Home Agreement by October 1, 2009.
6. Direct questions to your Subsidy Coordinator.

Obsolete