

MISSOURI CHILD CARE PROVIDER REFERENCE GUIDE

How do I become a child care provider for the State?

There are two ways you can get paid by the State as a child care provider:

1. You can get a license from the State to be a child care provider. After you have a license, you will sign a contract with the State. If you have a license and a contract, you can get paid for child care services.
2. You can register with the State as a child care provider. After you register, you can sign an agreement to get paid for child care services.

Before you get paid, you must have a letter from the State that says a child can receive State paid (subsidy) child care. You will not get paid without that letter.

What's the difference?

All legal providers can receive payments from the State for the care of children. There are two main differences between being licensed and being registered.

In order to become a **licensed** provider, a State licensing representative visits the place where you provide care. During the visit, the licensing worker looks to see that you have a safe and healthy place for children. Any child care provider can choose to become a licensed provider. Some providers must be licensed. When you are licensed, you sign a **contract** with DSS to be paid for child care services

You *must* get a license if you care for five or more children who are not related to you.

If you are a **license exempt** provider, a state licensing representative does not visit you. You sign papers (registration agreement) every year agreeing to five things:

1. You will let parents see and be with their child and show them any papers you keep on their child. You have access to a phone so the parents can contact you about their child.
2. You are able to care for children. If a person says you do not care for children appropriately, the State explores the way you provide care to children.
3. You meet health and safety rules.



4. You will have a background check completed on all members of your household who are 17 years of age or older.

5. You agree to make your paperwork available for review for 5 years after providing care.

You can get the papers to register from your local Department of Social Services (DSS) Family Support Division (FSD) Office. You will need to register once a year. If you move, you must renew your registration.

How do I get paid?

All child care providers must sign an agreement to get paid by the State for child care services. All these things must happen before you can be paid:

- The Parent must be eligible for child care subsidy, and
- The Parent must choose you as a provider, and
- You sign a payment agreement with the State of Missouri, DSS, and
- The child must be authorized for care by the subsidy worker, and
- You must receive a letter authorizing subsidy payments.

There are things that you must do as a part of the payment agreement. The parent and DSS will also have things that they must do.

► **YOU** have the most work to do to get paid. You care for children who receive State paid (subsidy) child care benefits. Every day, you must write down the number of hours that you care for each child. DSS will give you a **Child Care Attendance Sheet** to keep track of when you provide child care services. Every day, you must make sure the parent writes down the time you start caring for each child and the time you stop.

You also must make sure the parent initials each day next to these times. You must also make sure the parent signs the Child Care Attendance Sheet at the end of every month.

Each month, DSS mails a billing invoice to you. You get paid after you fill out the invoice, sign it, and send it back to the DSS office or Jefferson City, depending on where you live. The return address will be on the upper left hand corner of each invoice. This invoice tells DSS the amount of time you cared for a child in one month and how much you should get paid. Some providers are required to send the Child Care Attendance Sheet for each child, along with the invoice, to the DSS for payment. You **and** the parent **must** sign the Child Care Attendance Sheet.

DSS checks the invoice and the Child Care Attendance Sheets. You are paid if the invoice and Child Care Attendance Sheets are correct.

Review your attendance sheets and invoices before you send them. Help avoid payment errors and delays.

► Each day the **PARENT** must write down the time they drop off their child and the time they pick their child up. The parent must also initial next to these times every day. Each month, the parent reviews the Child Care Attendance Sheet and signs it. The parent must tell their DSS worker about changes in their family. The worker talks to the parent about changes when the parent asks for help paying child care.

The parent pays for some of the cost of child care. DSS calls the amount the parent pays the **sliding fee**. You must collect this fee from the parent.

The parent must report to the worker if they stop having you care for their child.

► **DSS** pays for the care of the child. Before you can be paid, you must have a letter from DSS that says the child can receive State paid child care. This is called the **Authorization letter**.

How much do I get paid?

You decide the amount of money you charge as a child care provider. The amount of money you charge is your rate. The State has rates for child care services called "base" rates. If your rate is more than the State base rate, you can charge the parent for the difference. This difference you charge the parent is called the **co-pay**.

You collect the co-pay charge from the parent. You also collect the sliding fee. Four things determine the rates the State can pay you as a child care provider.

► The **county** where you live: There are rates for areas with big cities and there are rates for rural parts of the State.

► The **type of child care facility** that you operate:

Family Home
Group home
Center

► The **age** of the child you care for. There are three age groups for child care:

Infant (The child is newborn up to 2 years old)
Preschool (The child is 2 years to 5 years old)
School-age (The child is 5 years and over).

► The **number of hours** you care for the child in a day:

5 to 10 hours counts as a **full day 3 up to**, not including, **5 hours** counts as a **half day 1/2 up to**, not including, **3 hours** counts as a **part day**.

You may also receive increases, called "rate enhancements", to the daily base rates based on the following things:

Applies to specific children:

- 15% increase for evening and weekend shift care for each child you care for during these times:

Evenings = 7:01 pm to 5:59 am
Weekends = 6:00 am Sat to 7:00 pm Sun

- 25% increase for caring for a child with special needs.

Applies to all DSS children in the provider's care:

- 20% increase by becoming **accredited** by a recognized organization. See page 4 of this information sheet for a list of currently recognized accrediting organizations.

- 30% increase for licensed providers when 50% of the children they care for are from DSS subsidized families. This rate enhancement is called **Disproportionate Share**.

*Note: Applications for the Disproportionate Share rate enhancement are currently not being accepted due to budget constraints.



You can receive more than one rate enhancement at a time if you qualify.

You get paid the State base child care rate or your rate, whichever is lower. The sliding fee amount gets subtracted from the amount the State pays you. Your DSS office can answer your questions about payment amounts for each child in your care.

When do I get paid?

Each month, invoices are mailed to you. You need to complete, sign and return each invoice to DSS at the address in the upper left corner of the invoice so you can be paid. You will receive payment approximately 10 to 15 days from the time your invoices are entered by DSS. If you sign up for direct deposit, you will receive your payments sooner. You can talk to DSS about direct deposit or download the direct deposit application at <http://www.dss.mo.gov/cd/info/forms/>. You also have the option of receiving your invoices online. For information about online invoicing, visit the DSS website at: <https://dssapp.dss.mo.gov/ccoip/wbFMB9LogonCCInv.asp>

QUESTIONS AND COMMENTS

Question: How many hours of care will the State pay for?

Answer: You receive a letter from DSS for each child who is eligible for State paid child care. This is called an Authorization Letter. The Authorization Letter gives you important information. Put your Authorization Letter in the place where you keep important papers. The Authorization letter tells you:

- ▶ The name of the child;
- ▶ The dates that the child is approved for State paid child care (there will be a beginning date and an ending date);
- ▶ The amount of the day the child is eligible to receive State paid child care (full day, half day, or part day);
- ▶ The number of days in the month the child can receive State paid child care;
- ▶ The name of the DSS worker who authorized the child to receive State paid child care; and
- ▶ The sliding fee the parent must pay to you.

The State will not pay you for more hours or days of care than this letter says. If you have a question about your Authorization Letter, call DSS.

Question: How do I know when a child is no longer authorized to my facility?

Answer: The authorization letter you receive when the child is first authorized to you will give you begin and end dates of the authorization. If the child's authorization

closes prior to that date, you will get another letter telling you the new authorization end date.

Question: The invoice I received has letters and numbers that I don't understand. What do these letters and numbers mean?

Answer: The FAMIS Child Care Invoice Form (FA 581) has an area next to the Child's name called "Child's Eligibility". This area has two lines – one for Day and another for EW (evenings and weekends). For example:

CHILD'S ELIGIBILITY DAY: F02/H22/P00 EW: F05/H00/P01

"F" stands for full day (5 to 10 hours per day)
"H" stands for half day (3 to 5 hours per day)
"P" stands for part day (1/2 up to 3 hours per day)

The number following the F, H or P stands for the number of days in the month the child is authorized for full, half or part time child care.

There is also a field that tells you the date the authorization ends for that child:

CHILD SUBSIDY ENDS 07/31/2008
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After the "Child Subsidy Ends" box is the "RATES" box. In this box you will find the rates the State has authorized to pay you for the service you provide for that specific child. This daily rate is the State base rate minus the parent's sliding fee plus any rate enhancements. For example:

RATES				
DAY	F	8.19	H 5.65	P 3.75
EW	F	9.56	H 6.60	P 4.38

Question: Will I have to pay taxes on the money I receive?

Answer: You will receive a tax form called an IRS 1099 at the end of the tax year. It will report the total payments made to you for the year. You are not an employee of the State of Missouri, so you are responsible to report your earnings to the Internal Revenue Service as a self employed worker. The IRS tax form 1099 is your proof of earnings. You will need to use this form when you file your income taxes.



CHILD CARE RESOURCES

Accreditation is a way to show that your child care program has a higher level of quality among other child care programs. Accreditation means you have met recognized standards for high quality.

Child care providers who are accredited receive a higher subsidy reimbursement for the subsidized children in their care. There are currently six accrediting organizations that are recognized in Missouri. If you are accredited by one of the listed accrediting organizations, you may request the higher subsidy reimbursement rate. To request the higher subsidy reimbursement rate, send a copy of your accreditation certificate to the Children's Division, Early Childhood and Prevention Services Section (ECPSS); PO Box 88; Jefferson City, MO 65103. Or, you may fax it to 573-526-9586. Include your facility name, contact information, and dvn (department vendor number). You will receive the increased rate effective the month following the month you provide your certificate to ECPSS. You will not receive a rate enhancement for accreditation unless you provide your certificate to ECPSS.

MO DSS RECOGNIZED ACCREDITING ORGANIZATIONS AS OF 09/01/2008:

NAEYC
National Association for the
Education of Young Children
1313 L St. N.W., Suite 500
Washington, DC. 20005
(800) 424-2460
web: www.naeyc.org

Missouri Accreditation
P.O. Box 997
Business Loop 700W, Suite 103
Columbia, MO 65202
(573) 256-1288
web: moaccreditation.org

NAFCC
National Association for Family Child Care
5202 Pinemont Drive
Salt Lake City, Utah 84123
(800) 359-3817
web: www.nafcc.org

NECPA
National Early Childhood Program Accreditation
1150 Hungryneck Blvd., Suite C305
Mount Pleasant, SC 29464
(800) 505-9878
web: www.necpa.net

COA
Council on Accreditation
120 Wall Street 11th Floor
New York, NY 10005
(212) 797-3000
(866) 262-8088
web: www.coanet.org

CARF International
Commission on Accreditation of Rehabilitation Facilities
4891 E. Grant Rd.
Tuscon, AZ 85712
(888) 281-6531
web: www.carf.org

Start Up and Expansion (SUE) grants are available through DSS. Competitive awards are made to start up a new childcare program or expand an existing program in order to increase the number of licensed childcare slots for infants and toddlers. Funding is awarded on the basis of the number of licensed slots being added. Awards are targeted to child care providers serving children receiving child care subsidy from DSS.

For more information on Start Up and Expansion (SUE) and other grant opportunities, visit the Early Childhood website at: <http://dss.mo.gov/cd/early/index.htm#2>

