

Area: Fiscal Systems

Subject: FS36 – Child Care Provider Participation Procedure

Reference: Title 5, 18223 – 18224; Funding Terms and Conditions VIII – XV

Policy: It is the parents/guardians right and responsibility to choose a child care provider for their eligible children. To receive reimbursement through Stanislaus County Office of Education (SCOE) for their child care and development services, the provider must agree to act in an independent contractor capacity and meet SCOE provider participation requirements.

- 1) Parent selects child care provider. Child Care Specialist I (CCS) gives parent provider information
 - a. Existing active provider – Provider information form
 - b. New/Inactive provider – Provider packet based on type of child care (See attached provider participation documentation requirements)
- 2) CCS approves child care services
- 3) CCS gives provider information to Data Technician
- 4) Data Technician verifies provider file is complete.
- 5) CCS prints Certificate for Child Care Services and gives to Coordinator for approval.
- 6) Coordinator initials approved Certificate, signs Agreement for Child Care Services (new provider) and gives to Administrative Assistant.
- 7) Administrative Assistant logs and assigns a number to the Certificate in the Excel spreadsheet
- 8) Administrative Assistant distributes and files documentation as follows:
 - a. Mails provider the Certificate and signed copy of the Agreement for Child Care Services (new provider)
 - b. Distributes Certificate and NOA to claims Data Technician
 - c. Existing active provider – Data Technician files provider information form
 - d. New/Inactive provider – Data Technician sends copy of Provider Agreement for Child Care Services, W-9, Identification Card and copy of tax identification to Purchasing Technician
 - i. Purchasing Technician enters vendor information into QSS/QCC. If required, Employment Development Department (EDD) form completed and sent to EDD office. Purchasing Technician emails vendor number to contracts Data Technician. Purchasing Technician sends provider information to Accounts Payable Technician.
 - ii. Accounts Payable Technician maintains a vendor file in Laserfiche.
 - iii. Data Technician updates vendor number in KinderTrack
- 9) Coordinator will review Excel log monthly to ensure each child/provider has an active certificate.

Note: Certificate for Child Care Services will be amended when there is a provider rate change, addition of a child, or removal of a child. Providers will be notified through the Notice of Communication when there is a change to the child care schedule. For terminations, providers will be notified through the Notice of Communication and termination letter.

Supervised by: Coordinator of Early Childhood Programs, Internal Accounting Manager

Performed by: Data Technician, Child Care Specialist I, Purchasing Technician, Accounts Payable Technician, Administrative Assistant

Forms needed: Agreement for Child Care Services, Certificate for Child Care Services, W-9 form, EDD Independent Contractor form, Provider Information form, Program Guide Verification form, Exempt Provider Packet

Frequency: Ongoing