



Iowa Department of Human Services

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November 10, 2016

GENERAL LETTER NO. 13-G-45

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter G, **CHILD CARE ASSISTANCE**, pages 67, 68, and 70, revised.

Summary

Chapter 13-G is revised to:

- ◆ Update references to Comm. 95. Comm. 95 has been renamed from *Minimum Health and Safety Requirements for Nonregistered Child Care Home Providers to Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*.
- ◆ Delete references to Comm. 95(S) as it is no longer available in Spanish.
- ◆ Add form 470-4755, *Lead Assessment and Control*, and its Spanish translation, form 470-4755(S), to the list of required forms for nonregistered child care homes.

Effective Date

October 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter G:

<u>Page</u>	<u>Date</u>
67, 68, 70	May 20, 2016

Additional Information

Refer questions about this general letter to your service area manager, income maintenance administrator, or Iowa Workforce Development coordinator.

Procedure:

When the Economic Fraud Control Unit notifies you that a provider has failed to cooperate in an investigation, deny or cancel the provider agreement. Issue a timely *Notice of Decision* to cancel the provider agreement.

Procedures for what to do when a provider reapplies after the provider agreement has been revoked for failure to cooperate are explained in the [Child Care Assistance Provider Agreement](#) section.

Required Forms

Legal reference: 441 IAC 170.4(3)

Policy:

Child care providers must meet the requirements specified by the following documents, depending on the classification of the provider.

Procedure:

Verify the status of the provider before you approve payment.

PROVIDER TYPE	REQUIREMENTS
Child care center	<ul style="list-style-type: none">◆ <i>Certificate of License, 470-0618</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Registered child development home	<ul style="list-style-type: none">◆ <i>Certificate of Registration, 470-3498</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871</i>
Nonregistered child care home	<ul style="list-style-type: none">◆ <i>Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement, Comm. 95</i>◆ <i>Payment Application for Nonregistered Providers, 470-2890 or 470-2890(S)</i>◆ <i>Child Care Assistance Provider Agreement, 470-3871 or 470-3871(S)</i>◆ <i>Record Check Authorization, 470-5143</i>◆ <i>Completed Federal Fingerprint Card, form FD-258</i>◆ <i>Waiver Agreement and Statement, form DCI-45</i>◆ <i>Lead Assessment and Control, form 470-4755 or 470-4755(S)</i>

PROVIDER TYPE	REQUIREMENTS
In-home care	<ul style="list-style-type: none">◆ <i>Payment Application for Nonregistered Providers</i>, 470-2890 or 470-2890(S)◆ <i>Child Care Assistance Provider Agreement</i>, 470-3871 or 470-3871(S)◆ <i>Record Check Authorization</i>, 470-5143◆ <i>Completed Federal Fingerprint Card</i>, form FD-258◆ <i>Waiver Agreement and Statement</i>, form DCI-45
Out-of-state	<ul style="list-style-type: none">◆ Written verification of license or registration issued by the other state◆ <i>Child Care Assistance Provider Agreement</i>, 470-3871 or 470-3871(S)

NOTE: A relative who is a registered provider must follow the requirements set forth for child development homes. A relative who is not registered must follow the requirements set forth for nonregistered child care providers.

Licensed or Registered Providers

The Department (DHS) staff or PROMISE JOBS staff follow three steps to obtain approval to make payment to licensed or registered providers.

1. Check to see if the family's chosen provider is a registered or licensed child care provider by accessing the KinderTrack (KT) screens. The KT screens provide information about what type of provider the family has chosen and whether the provider has signed a *Child Care Assistance Provider Agreement*. See 14-H, [KINDERTRACK SYSTEM](#).
2. If the provider **is** registered or licensed, but has **not** signed a *Child Care Assistance Provider Agreement*, issue the following to the provider, with instructions to return the form to your office:
 - ◆ Form 470-3871, *Child Care Assistance Provider Agreement*.
 - ◆ A self-addressed-stamped-envelope.
3. Once this form is returned, DHS staff finish the provider approval process by approving or denying the *Child Care Assistance Provider Agreement* and by making the appropriate entries into KinderTrack.

DHS staff follow three steps to obtain approval to pay nonregistered providers. (PROMISE JOBS staff complete only steps one and two.)

1. Check to see if the family's chosen provider is already an approved nonregistered provider by accessing KinderTrack (KT) screens. See 14-H, [KINDERTRACK SYSTEM](#).

The KT screens will show whether the provider is currently active and has signed a *Child Care Assistance Provider Agreement*.

2. If the provider has not yet been approved as a nonregistered provider for the CCA program, DHS staff must issue the following to the provider, with instructions to return the forms to the centralized CCA unit:

- ◆ Comm. 95, *Guidelines for Child Care Homes with a Child Care Assistance Provider Agreement*.
- ◆ Form 470-2890, *Payment Application for Nonregistered Providers*.
- ◆ Form 470-4755 or 470-4755(S), *Lead Assessment and Control*.
- ◆ Form 470-5143, *Record Check Authorization* (one form for each person over age 13 who lives in the household or who has access to the children in care).
- ◆ Form 470-3871, *Child Care Assistance Provider Agreement*.
- ◆ Form DCI-45, *Waiver Agreement and Statement* (one form for each person over age 17 who lives in the household or who has access to the children in care).
- ◆ A request for the provider to submit completed *Federal Fingerprint Cards*, form FD-258, for each person over age 17 who lives in the household or who has access to the children in care.
- ◆ A return envelope.

NOTE: Providers may also apply on-line from the KinderTrack website: <https://ccmis.dhs.state.ia.us/ProviderPortal/>.

3. DHS staff finish the provider approval process by:
 - ◆ Obtaining the results of the background, sex offender, and abuse checks.
 - ◆ Approving or denying the *Child Care Assistance Provider Agreement*.

NOTE: If the KT system indicates that the provider is active and already has a current *Child Care Assistance Provider Agreement* on file, it is not necessary to fill out new forms or to complete new background and abuse checks.