



Child Care Network Family Support Program Provider Information

We Help Families Work www.childcarenetwork.org

The following information explains the contract and billing procedures for licensed child care providers who participate in the Family Support Program (FSP). Child care assistance is a critical support for children and their families and your cooperation is greatly appreciated.

APPLICATIONS AND CONTRACTS

Parents should initiate the FSP application process. If you have a family in your care that you think may be eligible for Family Support Programs, please have them contact Child Care Network (CCN) or visit our website: www.childcarenetwork.org for the application and instructions.

Family Support Program Approval

Parents will be notified in writing if they have been awarded a child care scholarship. A parent may inform you that they have applied for a scholarship or that he/she has been approved. This may be true, but do not assume that their child care costs will be covered by a scholarship until you receive a contract from Child Care Network.

Family Support Program Contracts

The FSP contract will be sent to the parent, unless other arrangements are made. The contract will state the amount to be paid by CCN and the duration of the child care scholarship. It is the parent's responsibility to bring this contract to you. Together, you should read the total contract and discuss details of this contract to make sure you both understand it fully.

The provider should then complete and sign the provider agreement portion of this contract. The parent completes and signs their portion. Return one signed contract to Child Care Network for contract confirmation. The child care provider and the Family Support Program recipient should each retain copies for their own records. Sometimes, short term awards may be given in the form of a letter, not a contract.

FSP Child Care Scholarship Awards

Typically, scholarships are awarded for up to \$60.00 per week toward the cost of child care for terms ranging from one to six months. Amounts may vary depending on the need of the family and/or the funding available. The FSP scholarship may be renewed if the parent remains eligible, but renewal is not automatic. Parents must complete a renewal application and receive a new contract.

Department of Human Services (DHS)

All Family Support Program applicants must apply for a child care subsidy (CDC) through the DHS. Eligible parents may receive DHS subsidy, as well as the FSP Child Care Scholarship. Please call your local DHS office if you have any questions concerning DHS payments for child care and/or a parent's eligibility.

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|------------------|----------------|
| Hillsdale County | (517) 439-2200 |
| Jackson County | (517) 780-7400 |
| Lenawee County | (517) 264-6300 |
| Monroe County | (734) 243-7200 |
| Washtenaw County | (734) 481-2000 |

BILLING PROCEDURES AND POLICIES

Billing and Attendance Forms

Forms will be provided by Child Care Network. Please fill out a separate billing/attendance form for each child for each monthly billing period. **Parents must sign the billing form before it can be submitted for reimbursement.** Parents should keep a "parent copy" and providers should keep a "center/home copy" for their records. Providers must fill in the amount of tuition per day and the amount to be paid by the parent and the DHS. Mail the completed forms to Child Care Network.

Absences

Absences must be reported. Two absences per month may be billed to CCN. Absences may also be saved and used at any time during the contract term. For example, if a child is awarded a six-month scholarship the provider may accrue 12 sick days for that child to use in case of a long term absence. However, any unused absences cannot be transferred to a second term nor can they be reimbursed.

School-age children

FSP scholarships are available for before and after school care for children through kindergarten. Once the child enters first grade they are no longer eligible, though some cases may be considered on an emergency basis. FSP scholarships may not pay for additional hours due to vacations.

BILLING DEADLINE AND PAYMENT SCHEDULE

Billing Forms must be received at CCN by the 7th of each month and payments will be made on a reimbursement basis on the 15th of each month according to the monthly payment and billing schedule below. Billings received after the 7th will be assessed a \$25.00 late fee. If the submitted billing form is inaccurate, CCN will make necessary changes and will notify you.

Payment Please notify CCN if you have not received payment within 15 business days after the date of issue. A child payment summary will be included with each check. Call us immediately if the summary does not match your records.

| MONTHLY BILLING AND PAYMENT SCHEDULE | | |
|---|-------------------------|----------------------|
| BILLING PERIOD | BILLING DEADLINE | CHECKS ISSUED |
| January 1-31 | February 7 | February 15 |
| February 1-28 | March 7 | March 15 |
| March 1-31 | April 7 | April 15 |
| April 1-30 | May 7 | May 15 |
| May 1-31 | June 7 | June 15 |
| June 1-30 | July 7 | July 15 |
| July 1-31 | August 7 | August 15 |
| August 1-31 | September 7 | September 15 |
| September 1-30 | October 7 | October 15 |
| October 1-31 | November 7 | November 15 |
| November 1-30 | December 7 | December 15 |
| December 1-31 | January 7 | January 15 |

MONROE COUNTY PROVIDERS, please contact:

Child Care Network
77 N. Roessler, Monroe, MI 48162
Lynn Gluvna: (734) 243-7451 or Fax (734) 384-9467

HILLSDALE, JACKSON, LENAWE & WASHTENAW COUNTY PROVIDERS, please contact:

Child Care Network
2385 S. Huron Parkway, Suite 1N, Ann Arbor, MI 48104
(800) 777-2861, ext. 19 (Shannon), 25 (Melissa) or 12 (Lori) or Fax (734) 975-1868 *Please call before faxing*