

Wake County Quality Supplements 2016-2017 Provider Renewal & Agreement

wakeQS@childcareservices.org or 919-314-6853



Section 1: Directions for Renewal

Wake County Smart Start and Child Care Services Association are pleased to announce the continuation of the Wake County Quality Supplement Program for 2016-2017! All programs wishing to continue their participation must complete renewal requirements as described in the instructions below.

- Complete and return one Provider Renewal & Agreement for each licensed facility.
- Complete and return the Parent Fee Documentation form (see attached) for each licensed facility.
- *Materials must be returned **on or before Friday, July 15, 2016** to continue receiving Quality Supplement payments.*
- Please use one of the following methods to return materials:
 - **Scan and email** to wakeQS@childcareservices.org
 - **Fax** to 919-403-6959
 - **Mail** to Child Care Services Association at 1201 S. Briggs Ave, Ste 200, Durham, NC 27703
- **Special Note:** If your direct deposit information has changed, please email wakeQS@childcareservices.org for additional forms needed to process your account change.
- For more information and resources, visit www.childcareservices.org. Choose Wake County Quality Supplements under "Services to Improve Child Care Quality".

Section 2: Facility Information

Name on Child Care Facility License: _____

Facility License #: _____ Date Current License Issued: _____

Section 3: Contact Information

Primary Facility Contact: _____ Title: _____

Preferred Phone: _____ Email: _____

Secondary Facility Contact: _____ Title: _____

Preferred Phone: _____ Email: _____

Section 4: Direct Deposit Confirmation

Business Name as Listed on the W-9: _____

Facility Tax-ID #: _____

Please check **ONE** of the following regarding your Direct Deposit Account:

Check here to indicate that Quality Supplement payments should continue to be deposited into the account on file with Wake County Smart Start.

OR

Check here to indicate that your direct deposit information has changed. *Note that if your account has changed, you will need to complete additional information to process this update. Email wakeQS@childcareservices.org for necessary forms*

OFFICE USE -- Pckt Rcvd: ___ / ___ / ___ By: _____ QSDB Update: ___ / ___ / ___ By: _____

Section 5: Provider Agreement

As the undersigned, I understand that:

Initial Eligibility

- The child care facility listed above must be **licensed** by the state of North Carolina's Division of Child Development and Early Education (DCDEE).
- The child care facility listed above must hold a **4- or 5-Star license** with **at least 4 Program Standard points**. **Note that eligibility for programs with 4 or 5 Program Standard points will be discontinued beginning with the 2017-2018 Program Year.**
- The child care facility listed above must have **no active Administrative Actions** against the current license related to supervision or child maltreatment. Please refer to the Compliance Section of this agreement for further details about **new steps** that will be taken in instances of substantiated abuse or neglect (also known as child maltreatment).
- Participating **centers must serve at least 2 children birth-5 years old** (*not Kindergarten eligible*) receiving a Wake County Human Services (WCHS) Child Care Subsidy voucher and participating **family child care homes must serve at least 1 child birth-5 years old** (*not Kindergarten eligible*).
- The child care facility listed above must operate in **Wake County**.

On-Going Eligibility

- In addition to the initial eligibility criteria, on-going eligibility will require:
 - Possible resubmission of a comprehensive **operating budget**,
 - Documentation that subsidy-related **parent co-payments/fees** are being collected on an on-going basis,
 - Meaningful participation in a **quality-improvement activity** for facilities with **4 or 5 Program Standard points**.
 - The intent of participation in a quality-improvement activity is to help programs **improve quality, as measured by Program Standard points**. With upcoming changes to eligibility criteria, programs with 4 or 5 Program Standard points should seek to improve their point level in order to maintain supplements.
 - Programs with 4 or 5 Program Standard points that will enter their re-licensing window in the 2016-2017 Program Year will be required to submit an application for **Technical Assistance** through Child Care Services Association or Wake County Smart Start to support quality improvement and re-licensing efforts.
 - Programs will **establish goals** for quality improvement designed to increase Program Standard points and select a quality-improvement activity that will directly help achieve these goals.
 - Programs with 4 or 5 Program Standard points will **receive a consultation visit** from Quality Supplement Program Staff regarding their established goals and chosen quality-improvement activity.
 - **Meaningful participation** in a quality-improvement activity is defined by making progress toward self-identified goals and on-going participation in a chosen activity. Participation will be monitored on a monthly basis. Discontinuation of the quality-improvement activity may jeopardize supplement payments.

Licensing

- Changes in license or accreditation may result in changes to quality supplement payments and in some cases termination from the supplement program.

Compliance (New Policy for the 2016-2017 Program Year)

The purpose of the Quality Supplement program is to provide additional financial resources to support high quality child care. The substantiation of abuse or neglect (also known as child maltreatment) in a child care program is not consistent with the provision of consistent high quality child care. Wake County SmartStart has developed the following policy for how substantiation of abuse or neglect will impact eligibility for Quality Supplement payments:

If at any point after July 1, 2016 the Division of Child Development and Early Education (DCDEE) indicates that child abuse or neglect have been substantiated (including substantiation based on reports of abuse or neglect prior to July 1, 2016) the following actions will occur:

Facility License # _____

- If this is the only case of substantiated abuse or neglect in a three year period, **Quality Supplement payments will be suspended for 6 months** from date of DCDEE notification of substantiation. Quality Supplement payments will only be reinstated after 6 months if all other eligibility requirements are met.
- If there has been at least one additional case of substantiated abuse or neglect in the prior three years, **Quality Supplement payments will be suspended for 18 months**. Quality Supplement payments will only be reinstated after 18 months if all other eligibility requirements are met.

The above policy is in addition to all current eligibility requirements, including that there be no open Admin Action related to Supervision, Abuse or Neglect.

Payments

- The **supplement payment rate** will be based on the facility's level of quality as determined by star-rating and Program Standard points and number of enrolled children birth-5 on WCHS subsidy. Rates are subject to change based on funding.
- **Rates** will be based on data provided by DCDEE and WCHS regarding licensing status and average number of subsidy children served per month. CCSA does not guarantee accuracy of information obtained from these agencies.
- **Supplement payments** are made by Wake County SmartStart (WCSS) via direct deposit by the last business day of the month and will typically be available by the 2nd business day of the following month.
- **Changes to a facility's direct deposit information** must be reported to CCSA immediately and any failure to do so may result in delayed payment of the quality supplement. This includes changes to account numbers, banks, owner information, business name, location and tax payer identification number.
- **Rate tiers** will be assessed on a quarterly basis. Changes in the intervening months affecting rate tiers will go into effect at the beginning of the following quarter. Delays in submitting any required paperwork may delay the start of new supplement payment rates.
- Quality Supplement funds **may not be used to supplant parent co-payments/fees** collected from families receiving child care subsidy vouchers.

General

- **Supplement payments can only be provided as funding permits**. Rates are subject to change within the program year based on the availability of funding. Providers will be notified as soon as possible if there are changes in funding expected to impact quality supplement payments or rates.
- Providers must refrain from **fraudulent activity** while enrolled in the quality supplement program.

My signature below certifies the following:

- 1.) The answers given in this renewal are true to the best of my knowledge
- 2.) I have read the information provided to me and understand and agree to the terms of participation in the Wake County Quality Supplement Program, as stipulated in this agreement
- 3.) I will retain a copy of this renewal and agreement as well as all signed materials submitted to the Wake County Quality Supplement Program.

Signature: _____ Date: _____

Printed Name: _____ Title: _____