

Wake County Quality Supplements 2018-19 Child Care Provider Application & Agreement

wakeQS@childcareservices.org or 919-314-6853



Please fill out one application per licensed facility, print clearly and complete all sections.

Due to anticipated subsidy rate increases for preschoolers, the Quality Supplement program as it is currently designed will operate through December. Please budget for only six months of payments. Further information will be provided this fall.

Section 1: Facility Information

Name on Child Care Facility License: _____

Facility License #: _____ Date Current License Issued: _____

License Type: Center Family Child Care Home Star Rating: 5-Star 4-Star Other

Accreditation: NAEYC Accreditation Date: _____ Program Standard Points: 7pts 6pts Other: _____

NAFC Accreditation Date: _____ Education Standard Points: 7pts 6pts Other: _____

Street Address: _____ City: _____ Zip: _____

Mailing Address (if different): _____

Facility Phone: (____) _____ Facility Fax: (____) _____

Website (if applicable): _____

Section 2: Contact Information

Please indicate at least one person who is authorized to discuss information regarding your facility's participation in the Wake County Quality Supplements program and report changes to the program's licensing, accreditation, and direct deposit information.

Primary Facility Contact:

Name: _____ Title: _____

E-mail: _____ Phone Ext. or Alt Phone: _____

Owner or Administrator:

Name: _____ Title: _____

E-mail: _____ Phone Ext. or Alt Phone: _____

OFFICE USE -- Pckt Rcvd: / / By: QSDB Active: / / By:

Section 3: Provider Agreement

As the undersigned, I understand that:

Eligibility Criteria

- The child care facility listed above must operate in **Wake County**.
- 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 6 Program Standard points**.
- Participating **centers must serve at least 2 children 3-5 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 3-5 years old (not Kindergarten eligible) receiving a WCHS voucher. Note that due to the subsidy reimbursement rate increase in October 2017 for children 0-2 years old, only children ages 3-5 years old will be counted when determining your Quality Supplement Rate.**
- **The child care facility listed above must have no open Administrative Actions against the current license, excluding those related to licensing fees. Please refer to the Compliance Section of this agreement for further details about the impact of Administrative Actions on Quality Supplement payments.**
- The child care facility must submit documentation that subsidy-related parent co-payments/fees are being collected on an ongoing basis. Each spring a select number of facilities will be chosen for additional monitoring of parent co-payments/fees, which includes submission of the parent fee documentation form and supporting receipts.
- New facilities applying for the 2018-2019 program year must also submit a comprehensive annual operating budget.

CCSA will monitor facility eligibility based on the above criteria on a monthly basis. Supplement payments will be suspended if any of the eligibility criteria are not met.

Compliance

The purpose of the Quality Supplement program is to provide additional financial resources to support high quality child care. Administrative Actions issued to a licensed facility, excluding those related to licensing fees, are not consistent with the provision of consistent high quality child care. Wake County Smart Start has developed the following policy for how Administrative Actions will impact eligibility for Quality Supplement payments issued for participating facilities:

- If an Administrative Action, excluding those related to licensing fees, is issued by DCDEE, Quality Supplement payments will be suspended, for a minimum of one month (based on eligibility determination and payment cycle), beginning from the date of DCDEE notification. Quality Supplement payments will be reinstated once the Administrative Action has been closed and all other eligibility requirements are met.
- If there has been at least one additional Administrative Action related to Safety, Substantiated Child Maltreatment or Supervision in the prior two years, **Quality Supplement payments will be suspended for a minimum of 12 months. WCSS reserves the right to extend the suspension, depending on the severity of DCDEE findings.** Quality Supplement payments will only be reinstated after a minimum of 12 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, excluding those related to licensing fees. The Wake County Quality Supplement Program reserves the right to extend payment suspension or terminate contract based on severity of the Administrative Action.

Supplement Payments

- **Supplement payment rates** will be tiered, with payment amounts dependent on the facility's level of quality, as determined by star-rating, Program Standard points, NAEYC/NAFCC accreditation, and achievement of 7 Teacher Education points, as well as the number of enrolled children 3-5 years old on WCHS subsidy. Rates are subject to change.
- **Supplement rates** will be based on data provided by DCDEE and NC FAST regarding licensing status and average number of subsidy children served per month (based on monthly attendance reporting). Late submission of NC FAST attendance may affect your eligibility for Quality Supplements. Accreditation results will be provided by NAEYC and NAFCC on a quarterly basis. CCSA does not guarantee accuracy of information obtained from these agencies and does not maintain responsibility for any delay in payment change that can occur due to availability or accuracy of this data.

- **Supplement rate tiers** will only be reassessed on a quarterly basis by verifying each facility’s star-rating, Program Standard points, Teacher Education points, any accreditation, and average number of 3-5 year old subsidy children being served in the previous three months. 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.
- **Supplements** will be paid by Wake County Smart Start (WCSS) via direct deposit. Supplement payments will be distributed 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.
- **Payments will be withheld for any child care facility on the NC Suspension of Funding List (SOFL).** Once removed from the SOFL, payments will resume for any eligible facility including back-payments of prior month’s supplements if removal from the SOFL occurs within 3 months. If a facility fails to resolve matters with the Office of State Budget and Management and is not removed from SOFL within 3 months time, any withheld payments will be forfeited and programs will not be eligible for repayment of prior month supplements.
- 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.

Signatures below certify the following:

- 1.) The answers given in this application are true to the best of my knowledge.
- 2.) I understand that my answers will be used to help determine my child care facility’s initial eligibility for supplement payment through the Wake County Quality Supplement Program.
- 3.) 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
- 4.) I will retain a copy of this application and all signed materials submitted to the Wake County Quality Supplement Program.

Facility Director

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Owner or Administrator

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Once complete, sign and date the form prior to returning to the Quality Supplements Program. Forms can be returned by one of the following ***by July 18, 2018 and will be selected for participation on a first-come, first-served basis:***

- | | |
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| <ul style="list-style-type: none"> • Scan and email to wakeQS@childcareservices.org • Fax to the attention of the Quality Supplements Program at 919-403-6959 | <ul style="list-style-type: none"> • Mail to:
Child Care Services Association
Attn: Wake Co. Quality Supplements
1201 S. Briggs Ave, Ste 200
Durham, NC 27703 |
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