

Family Child Care Provider Certification & Renewal Checklist

CCAP 16PDCI
Rev. 06/18

Provider's Name _____

Provider Number _____

Food Program Participant		Yes		No	
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Part 1: Your CCAP application must be entered into the CAFÉ online system located at www.louisianabelieves.com. The online application includes entries for your registration form, provider agreement, provider rate agreement, W-9 tax information, and direct deposit information. Additional required documents and checklist can be found by clicking on *Early Childhood, Publicly-Funded Providers, CCAP Providers*, and then select *Family Child Care Provider – Application Packet*.

Part 2: The following required information must be submitted within the 30 day application processing period. Items may be uploaded via CAFÉ (preferred method), ProviderCertification@la.gov, faxed to us at 225.342.4180, or mailed to: CCAP Provider Certification, P. O. Box 2510, Baton Rouge, LA 70821:

PRIMARY PROVIDER ONLY: (Applicant)

- Copy of current Fire Marshal report
- Verification of checking or savings account
- Residence Verification (verification of physical address)
- Verification of rates charged (notice to parents such as newsletter, bulletin, memo, etc.)
- Revised Provider Rate Agreement
- CCAP 14EA, La CCAP Provider Time and Attendance Equipment Agreement, must be signed and dated -all pages returned)

PRIMARY AND SECONDARY PROVIDER: (Applicant and any employees or staff that help provide care for the children)

- Revised Provider Agreement
- Verification of identity (must be government issued pictured ID such as driver's license)
- Social Security Card (copy)
- Age Verification
- Current Pediatric and Adult CPR Verification Expires On: _____
If verification is not provided, indicate reason:
 - Class is taken but not yet received
 - Class is scheduled Date of Class _____
- Current Pediatric First Aid Verification Expires On: _____
If verification is not provided, indicate reason:
 - Class is taken but not yet received
 - Class is scheduled Date of Class _____
- Emergency Preparedness Checklist for Family Child Care Providers
- Pre-Service Orientation Training
- Verification of 12 clock hours of training in job-related subject areas approved by LDE (*REQUIRED UPON RENEWAL ONLY*)
 - Criminal Background Checks must be requested by Provider for each of the following: provider, primary and secondary, any adult living at the location where care is provided, any adult employed at, or any adult employed on the property where care is being provided. All required criminal background checks must be entered into the Louisiana Child Care Civil Background Check System at <https://cccbldoe.la.gov/>.

Supervision:

6. Children shall be supervised at all times in the residence, in the yard, on field trips, on non-vehicular excursions, and during all water activities and water play activities.
 - a. Children shall not be left alone in any room, (except the restroom as indicated in section 17.G of this Section), outdoors, or in vehicles, even momentarily, without staff present.
 - b. A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.
 - c. Individuals who do not serve a purpose related to the care of children or who hinder supervision of children in care shall not be present at the residence.
 - d. While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.
 - e. Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.
 - f. Restrooms - Children who are developmentally able may be permitted to go to the restroom independently at a residence, provided that a staff member is in proximity to and can see the children to ensure immediate intervention to safeguard a child from harm while in the restroom; and individuals who are not staff members may not enter the center restroom area while in use by any child other than their own child. A child age four and older may be permitted to go and return from the restroom without staff.
 - g. When children are in the yard, the staff member must be able to summon another staff member without leaving the children unsupervised.
 - i. Staff shall actively supervise children engaged in all water activities.

Serving Special Populations:

7. Pursuant to Title III the Americans with Disabilities Act (ADA), child care centers, regardless of size or number of employees, including home-based centers:
 - a. must provide children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services;
 - b. cannot exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program;
 - c. have to make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration;
 - d. must provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden; and
 - e. must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be fully accessible.
 - f. Under the McKinney-Vento Homeless Assistance Act, LEAs must identify children and youth in homeless situations and provide appropriate services. This must be done for all children attending publicly-funded school programs, including publicly-funded early childhood programs.

BESE Bulletin 139. Provider will comply with all aspects of Bulletin 139—Louisiana Child Care and Development Fund Programs as follows, but not limited to the following:

8. Providers is prohibited by regulation from keeping no more than a total of 6 children, including the Providers' own children, in the location where care is provided under age 13, or age 13 through 17, if special needs regardless of relationship to the Providers.
9. Providers must be at least 18 years of age. Government issued picture ID such as driver's license is required.

10. Providers must furnish verification of current certification for Pediatric First Aid training.
11. Providers must furnish verification of current Infant, Child and Adult Cardiopulmonary Resuscitation (CPR) certification. Both the front and back of the CPR card must be copied and must show a certification date and the end date or renewal date.
12. Providers must submit verification prior to certification and thereafter at midpoint and renewal that the location where care is being provided has passed an inspection with the Office of State Fire Marshal to ensure that specified health and safety standards are met. Providers must contact the Office of State Fire Marshal and follow their instructions to obtain the Fire Marshal inspection.
13. Providers must have a fingerprint based criminal background check completed on all adults living at the location where care is provided, including the Providers, and any adults employed in or on the property where care is provided.
14. Providers will comply with reporting requirements with respect to suspected child abuse/neglect.
15. Providers must ensure there is a working telephone that is capable of receiving incoming and making outgoing calls and that is available at all times in the residence in which care is being provided while children are in care. When a landline is used to operate the time and attendance equipment, a secondary phone number must be provided to the department. Notify the department immediately upon a change in such phone numbers by submitting written notice to the Department by fax or email.
16. Providers must take the Pre-Service Orientation prior to initial certification. Verification must be submitted to the Department as a part of your application for certification. Orientation counts towards the 12 clock hours of training for your first annual requirement. If you are a secondary provider, you must take the Pre-Service Orientation prior to employment with the primary provider.
17. Providers are required to obtain 12 clock hours of training annually in job related subjects approved by the Department. At midpoint and renewal you will be required to submit verifications of these trainings to the Department.

12 clock hours of training must be acquired training in the following health and safety topics:
 - a. prevention and control of infectious diseases (including immunization)
 - b. prevention of sudden infant death syndrome and use of safe sleeping practices
 - c. administration of medication, consistent with standards for caregivers consent
 - d. prevention and response to emergencies due to food and allergic reactions
 - e. building and physical premises safety, including identification of and protection from hazards that can cause bodily injury
 - f. prevention of shaken baby syndrome and abusive head trauma
 - g. emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event
 - h. handling and storage of hazardous materials and the appropriate disposal of bio contaminants
 - i. precautions in transporting children (if applicable)
18. Providers will develop, practice and train on, and follow, a written emergency preparedness disaster plan that includes at a minimum:
 - a. procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodations of infants and toddlers (if applicable), children with disabilities, and children with chronic medical conditions;

- b. procedures for all adults living or working in the residence where care is provided, or working on the property where care is provided; and
- c. posting in a visibly acceptable area all appropriate emergency phone numbers, such as fire and police, hospitals and Louisiana poison control, and the physical address and phone number of the home.

Services/Payments:

- 19. Providers may not live at the same residence as the child(ren) for whom care is being provided or share the head of household's mailing address (with the exception of a P.O. Box).
- 20. Providers must participate in the Tracking of Time Services (TOTS) to capture time and attendance and possess the minimum equipment necessary to operate the system. Any invoice or request for manual payment of attendance not tracked through TOTS must be accompanied by the corresponding attendance log(s). Providers cannot be a Household Designee for a child he/she cares for.
- 21. This agreement does not guarantee the placement of any child in Providers' care. Department does not recommend any child care Providers; it is the right of the caregiver to make this choice from among all participating Providers in their area.
- 22. Providers will charge the Department no more than the maximum rate charged for any other child in care for the same service. Providers must not charge any more than the amount shown on the CCAP Rate and Availability Form (CCAP 7B) in order to become or remain an eligible CCAP Providers. Providers may not collect payment from the Child Care Assistance Program for any portion of the child care expense paid by a third party. Providers must charge the caregiver and collect the difference between the total charged and the Department payment.
- 23. Payment to the Providers will be based on a percentage of either the Providers' actual charge or the state maximum rate for the authorized services, whichever is less.

Payment will not be made for absences for more than five days for a child in any calendar month or for an extended closure by Providers of more than five days in any calendar month. A day of closure, on a normal operating day for the Providers, is counted as an absent day for the child(ren) in the Providers' care. Providers' authorized for full-time care attends child care less than four hours in one day, this will be counted as a half day absent and half the daily rate will be paid to the Providers. No absences will be paid for part-time care.

Payments will not be made for any days after the last day that authorized care was provided. Days when the Providers are unable to provide care will count as days of absence for the children in the Providers' care.

In cases of a federal/state/locally declared emergency situation, or other special circumstance, the Department may waive the absence policy.

- 24. Providers agree to report problems with a Point of Service (POS) device or finger image scanner to the ACS Providers Help Desk AND the Department within 48 hours of failure.
- 25. Providers agree to notify the Department promptly when Providers rates change. A new Providers Rate Agreement form and appropriate verification of new rates (notice to caregivers of change) will be required at that time. Department agrees to provide a new CCAP 7B for each CCAP eligible child for whom the Providers' rate has changed. Providers agrees to complete and ensure return of the CCAP 7B to the Department. Department agrees to change the payable rate, subject to the state maximum rate, effective the first of the month following receipt of the new Providers Rate Agreement and verification of the new rates to the Department, if the new CCAP 7B is postmarked or received timely.

Ownership/Subcontracts:

26. This agreement shall not be transferred to other Providers or to another location of the same Providers and the Providers shall not care for the children at any address other than the one which the Providers inspected nor shall the Providers subcontract to any other person. Any transfer, change of location or subcontracting shall be grounds for immediate termination of this agreement by the Department.

Monitoring/Recordkeeping:

27. Providers will keep a required daily attendance log for children, including arrival and departure times, for each child participating in the program, anytime TOTS is unavailable or not used to track the arrival and departure time of a child in care. The daily attendance log must contain the minimum required information as outlined in CCAP 15R (Providers Payment and Reporting Responsibilities). If transportation is provided, a daily transportation log is also required. If you do not have a daily attendance log, you may go to www.louisianabelieves.com and print a copy.

The Providers has allowed an improper check in and out or submitted invoices for payment when the Providers knew or should have known that the electronic information or information contained in such invoice was false.

Providers will notify the Department immediately of the removal of any child from its care so that payment from the Department for that child can be discontinued.

In the event an invoice is required, Providers must complete and submit a CCAP 40 (Child Care Provider Manual Payment Request Remittance Advice) or a CCAP 15ICP (Semi-Automated Invoice). These forms must be accompanied by the corresponding attendance record(s). Providers agree to submit the invoice and all corresponding record(s) within seven calendar days of receipt. Payments will be made upon approval to the Provider by Department from state and federal funds by state warrant.

28. Providers will furnish Department with such reports as are required by Department in such format as is prescribed by Department.
29. Designated Department staff or representatives may conduct announced and unannounced inspections of Providers' residence at any time during normal working hours or when children are in care. Providers will cooperate fully in any such inspections, and Providers will make the residence fully accessible to Department representatives.
30. Department and Providers will carry out the requirements to monitor and conduct fiscal or program audits at reasonable times and provide consultation and technical assistance. Department's authority to monitor and conduct fiscal or program audits applies to Providers to the extent of the services furnished under the terms of this agreement. Providers will promptly admit representatives of all regulatory and/or funding agencies during operating hours or when children are in care and fully cooperate with said representatives in the performance of their duties.
31. Providers will retain supporting fiscal documents (invoices, attendance logs, and remittance advices) adequate to insure that claims for matching federal funds are in accordance with federal requirements. Providers shall retain such documents for 3 years after close of the state fiscal year in which services are provided.
32. Providers will give representatives of Department and of the U.S. Department of Health and Human Services (HHS) access at reasonable times to all books, records and supporting documents kept by Providers for purposes of inspection, monitoring, auditing, or evaluating by Department or HHS personnel.

Agreement Timeframes:

33. This agreement shall become effective upon execution by the parties hereto on the date entered below. Department shall incur no liability for payment for child care for any child until Providers has received from Department a notification of eligibility and payment authorizing the provision of child care to that child. The number of children for whose care Department makes payment to Providers at any time cannot exceed more than a total of six children.
34. All payments by Department to Providers under this agreement shall cease immediately upon termination of this agreement.
35. By executing this agreement, neither of the parties incurs an obligation, either expressed or implied, to renew this agreement or execute a new agreement between the parties after the termination of this one.

Termination and Suspension of Provider's Certification:

36. Suspension of Payments to Provider
- a. When the department determines the provider is not in compliance with an administrative requirement, the department may send written notice by mail or email informing the provider of the administrative noncompliance and requiring that the provider come into compliance.
 - b. If the provider does not come into compliance within 14 calendar days of such notice, the department may suspend payments to the provider until the provider is in compliance.
 - c. The department shall notify the provider by email or fax that it has suspended the provider's payments within two calendar days of suspending the payments and shall include language informing the provider that it has an additional 14 calendar days in which to come into compliance or its certification may be terminated.
37. The Department may terminate a Providers' certification and impose a period of ineligibility on the Providers for program violations, which include but are not limited to the violations listed in Section 321 of BESE Bulletin 139, Louisiana Child Care and Development Fund Program or a condition or situation exists that places the lives, safety, or physical, mental or emotional well-being of any child entrusted to the Providers' care in imminent danger, regardless if such a condition or situation results from an act or omission by the Providers.
38. Under no circumstances will payment be made outside of the effective dates of this agreement. Neither the federal government nor the State of Louisiana provides appeal rights for Providers whose participation in the Child Care Assistance Program is refused or terminated.

The decision to deny appeal rights was made by the State Legislature and the Department does not have the authority to overrule State law. If a Providers appeals denial or termination of REGISTRATION the Providers are not entitled to CCAP payments during the appeal process and winning the appeal does not restore CCAP payments of eligibility.

Recovery:

39. If the Department determines that any amounts paid to the Providers exceeded the amount to which the Providers was qualified, the Department shall have the right to recover or recoup those amounts.

Signatures:

40. By signing the agreement, Providers agrees to abide by the foregoing provisions and further certifies that he has not been the subject of a validated complaint of child abuse or neglect or has not been convicted of pled no contest to a crime listed in R.S. 15:587:1.

Name of Providers: _____
Initials of Providers: _____

This agreement shall commence on _____ and terminate on Providers' certification expiration date _____ or upon termination of eligibility as a CCAP Provider, whichever occurs first.

Providers Signature

Date

Providers Name (Print)

Department Signature

Date

EMERGENCY PREPAREDNESS CHECKLIST FOR FAMILY CHILD CARE AND IN-HOME PROVIDERS

Provider Name:		TIPS #:
Email Address		Telephone:
Location Where Care is Provided:		
PURPOSE: This is to assist you in developing an emergency preparedness plan in case of a disaster/emergency for the location where care is provided. Emergency plans help ensure that you and the children you care for remain safe when an emergency occurs. It is recommended that for each item below you create step-by-step procedures. Train and practice these periodically with children, parents and all that live or work in or on the location where care is provided.		
✓	Maintain an emergency kit of your emergency plan that is easy to access. Review and update it often. Keep CCAP papers, TIPS number, contact names of LDE and agencies you contact for business, etc.	
✓	Maintain a list of emergency phone numbers such as fire, police, hospitals, Louisiana Poison Control, electric company, gas company, water company, insurance provider, etc. Post this list in several easily visible locations.	
✓	Determine an evacuation plan to include routes/exits; Evacuation of infants/toddlers: how, what and where; Evacuation of children with special needs: how, where and with whom. Evacuation sites: where, how to get there Transportation to sites if needed: who and what	
✓	Determine how to Shelter-In-Place/Lockdown in case of the need to stay at the residence due to weather or any other emergency. Determine what room is safest, ensure emergency supplies are available there, when possible, notify 911, parents, etc.	
✓	Parent communication and reunification: in case of the need to evacuate or when parents/guardians are unable to pick up to children, establish a procedure to be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.	
✓	Child/Parent Information: For each child you care for gather and keep information to include child's name, date of birth, address, allergies, parent/guardian information, emergency contact name and numbers (besides parent/guardian), and medical information (doctors name, address, and phone number).	
✓	Evacuation Supply Pack: checked frequently for the expiration dates of supplies and batteries, as well as the location of which is known to all adults.	
✓	Review emergency plan and procedures with children in care, parents, all others living or working in or on the property where care is provided.	
✓	Have practice drills of your plan and procedures.	
✓	Determine how and where to get important information such as alerts and updates about and during a disaster.	
✓	Contact and coordinate your plan with local or parish Office of Emergency Preparedness	
By my signature below, I am indicating agreement with all of the aforementioned requirements.		
Date:	Provider Signature	Print Name:

Sign and return to: CCAP Provider Certification, P. O. Box 2510, Baton Rouge, LA 70821, FAX: 225-342-4180 or email at earlychildhood@la.gov. For questions, contact 225-342-1879.