



**DEPARTMENT OF HUMAN SERVICES**

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Welcome to the Colorado Child Care Assistance Program! We are excited that you are interested in providing quality child care for a program that assists families in meeting their child care expenses. These families need child care in order to move towards self-sufficiency. As a child care provider, you will be working in partnership with Weld County to assist these families.

All providers who provide child care for a family that receives CCCAP will be required to sign a Fiscal Agreement. Please submit all pages of this contract, along with the other required forms, to Weld County and we will mail back a copy of the contract to you once completed. Please read these documents thoroughly, as this is a contract between you and Weld County Department of Human Services. Please submit the Direct Deposit Enrollment Form with a voided check. Weld County will forward these forms to the State. Weld County has the right to refuse to enter into a Fiscal Agreement with a provider or terminate an agreement. The Fiscal Agreement shall be in effect for three (3) years. A new Fiscal Agreement will be mailed to you approximately 60 days prior to the ending date. You must submit a copy of your updated child care license following your anniversary date each year.

You can terminate services with CCCAP children in your care as you would with a private pay family if they are not meeting the rules set forth in their contract with you. Terminating service with one family does not prevent you from being a provider for another family.

**Two (2) absent days per month per child plus six (6) holidays per year are included in the Weld County CCCAP rates.** The six (6) holidays are: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas. This allows the CHATS computer system and Attendance Tracking System to work as designed. As a result, providers will not need to complete a manual billing form to be paid for child care services with the exception of unusual circumstances and which are approved by the Child Care Technician. Please keep in mind that providers participating in the Weld County Child Care Program must maintain and submit sign in/out sheets if it is necessary to submit a manual billing. The parent/caretaker and provider must sign the form(s) attesting all information on the sign in/out form(s) is correct prior to submission for payment.

Providers may not charge parents/caretakers rates in excess of those agreed to in the Fiscal Agreement (this includes mandatory activity and transportation fees if paid by the County, as well as the difference between private pay and Weld County rates). The Department's payment will not exceed the maximum rate for Weld County. The rates paid to providers include the parental fee, which is a portion of the child care cost paid directly to you by the parent. It is your responsibility to collect the parental fee from the parent. You are required to notify the child care technician within 30 days if the parent is not keeping current on any parental fees.