



JVS/BSF CHILD CARE ASSISTANCE
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F - Eligibility and Payment Information

CHILD CARE ASSISTANCE ELIGIBILITY AND PAYMENT INFORMATION

Please Read Carefully

AUTHORIZED SERVICES

- This service authorization is good only for the child, provider and amount of care listed. However, payment for absence days is limited to 25 days per child per calendar year, and no more than 10 absent days in a row. More absent days may be paid if the child has approved medical documentation.
- You must meet all eligibility requirements to receive ongoing Child Care Assistance.
- Your service authorization has a start and end date. You will receive a termination notice if the service ends on an earlier date.
- If you use services you are not eligible for, you have an overpayment and will have to pay JVS back.

FEES

- Parent fees are based on family income and family size. Call (952) 417-2182 for a copy of the fee schedule.
- You must pay your fee directly to your provider each month. If you do not pay your fees, Child Care Assistance will end (until you pay the fees in full or work out a satisfactory repayment agreement with the provider).
- Your fees may change if your income or family size changes. Report all changes within 10 days.
- JVS can only pay up to certain rates for child care. If your provider charges more than that rate, YOU must pay for the difference. You also must pay for optional activity fees or late fees.
- You may have to pay your provider for absent days that exceed the yearly limit.

CHANGES

- **You must notify your JVS Child Care Case Manager within 10 days of any changes that may affect your eligibility.** These include, but are not limited to, the following changes:
 - Income
 - Address
 - Marital status
 - Change jobs
 - Work schedule
 - Start or stop school
 - Quit working
 - Change providers
 - Stop using child care
 - Family/household size
 - Change in Public Assistance status
- If you move to another county, you must contact the new county within 60 days of moving and apply for child care.
- Failure to notify your JVS Child Care Case Manager of changes timely (within 10 days) could result in an overpayment and/or impact your child care eligibility. If child care funds are paid out in excess of what you were eligible for, you have an overpayment. You are responsible to repay all child care overpayments. If you remain eligible, the overpayment will be recouped through increased parent fees.
- Your child care has been authorized for work or school or job search. If you change what you are doing, your eligibility will need to be re-determined.

CONTINUED ELIGIBILITY

- **You are responsible for keeping track of the end date of your current child care authorization.**
- Your eligibility for Child Care Assistance must be re-determined at least every six months. Redetermination forms will be mailed 45 days before the redetermination date, but it is YOUR responsibility to call your JVS Child Care Case Manager to request new forms if you do not receive them.
- If you are authorized for child care while you are working, you must work an average of 20 hours per week at minimum wage to remain eligible for Child Care Assistance. If you are working with an Employment Service Provider, this may not apply to you.
- Contact your JVS Child Care Case Manager if you have any questions about your eligibility. A complete list of Child Care Assistance eligibility requirements can be found at your local library.

JVS is a division of Jewish Family and Children's Service of Minneapolis

Affiliate of IAJVS, Accredited by CARF, the Rehabilitation Accreditation Commission

CHILD CARE PROVIDER

- You may use a licensed or unlicensed child care provider. However, JVS will only pay child care providers that are registered with the Child Care Assistance program.
- You may change providers, but you must notify your current provider (and JVS) 15 calendar days before the change occurs. The first provider is paid for care during this 15-day notice period.
- If your child will be absent for more than 10 days from child care for any reason, you must call your JVS Child Care Case Manager.
- If you are a family child care provider, you cannot receive Child Care Assistance services for your own children while you are providing child care.

PROVIDER RATES AND PAYMENT

- In order to be paid, a provider will need a Provider Billing Form, a Notice of Current Service Authorization, and their provider number.
 - Child care providers must submit billing forms to JVS for services provided.
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|---|
| <ul style="list-style-type: none"> • Billing forms need to be submitted to the JVS office either by the 5th or the 20th of each month. Fax # (952) 417-2160. • Bills will be paid <i>approximately</i> on the 15th and at the end of each month. |
|---|
- All bills must be submitted within 60 days of the last date of service in order for JVS to pay the bill.
 - In order to be paid for absence days by the Child Care Assistance program, providers must charge for absent days for all children in care.
 - Payment for absence days is limited to 25 absent days per child per calendar year, and no more than 10 absent days in a

- row. This limit is for each child across all providers caring for that child during the calendar year.
- For help completing Provider Billing Form, providers can contact (952) 417-2144. For additional billing forms, please check the appropriate box on the billing form.
- When a child is absent for 10 consecutive days or more, the passing of 10 absence days will serve as a notice for ending service. More absent days may be paid if the child has approved medical documentation. Families in this situation can get a medical documentation form from their JVS Child Care Case Manager.
- Below are the maximum rates that can be paid by JVS. Providers cannot charge JVS more than they charge private pay parents. The parent fee is subtracted from this amount.

MAXIMUM CHILD CARE RATES

Effective July 1, 2006

| | Hourly | Full Day | Weekly |
|---|---------|----------|----------|
| Child Care Center (CC1) | | | |
| Infant | \$9.49 | \$88.45 | \$266.40 |
| Toddler | \$7.72 | \$65.79 | \$218.94 |
| Preschool | \$7.72 | \$59.32 | \$198.45 |
| School age/ Kindergarten | \$7.55 | \$55.12 | \$190.91 |
| Accredited Child Care Center (CC2) | | | |
| Infant | \$10.91 | \$101.72 | \$306.36 |
| Toddler | \$8.88 | \$75.66 | \$251.78 |
| Preschool | \$8.88 | \$68.22 | \$228.22 |
| School age/ Kindergarten | \$8.68 | \$63.39 | \$219.55 |
| Family Child Care – Licensed (CC3) | | | |
| Infant | \$5.40 | \$37.75 | \$167.17 |
| Toddler | \$5.40 | \$35.59 | \$160.17 |
| Preschool | \$4.85 | \$32.36 | \$145.60 |
| School age/ Kindergarten | \$4.85 | \$31.80 | \$134.82 |
| Family Child Care – Accredited (CC4) | | | |
| Infant | \$6.21 | \$43.41 | \$192.25 |
| Toddler | \$6.21 | \$40.93 | \$184.20 |
| Preschool | \$5.58 | \$37.21 | \$167.44 |
| School age/ Kindergarten | \$5.58 | \$36.57 | \$155.04 |
| Family Child Care – Legally Non-Licensed (CC5) | | | |
| Infant | \$2.67 | | |
| Toddler | \$2.57 | | |
| Preschool | \$2.33 | | |
| School age/ Kindergarten | \$2.16 | | |
| Strong Beginnings (CC7) (effective 9/1/06) | | | |
| Infant | \$10.44 | \$88.45 | |
| Toddler | \$8.49 | \$65.79 | |
| Preschool | \$8.49 | \$59.32 | |
| School age/ Kindergarten | \$8.31 | \$55.12 | |
| Registration Fee - \$63.60 per child allowed only for licensed providers. (A maximum of 2 registration fees per child to one or more providers can be paid in a calendar year.) | | | |
| Note: Maximum reimbursement for care authorized on less than a full-time basis cannot exceed the weekly maximum rate. | | | |

Also, you cannot bill JVS a higher amount than you bill your private pay parents for a comparable block of time. An example is services provided 5 days a week, for before and after school care only.