



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

CHILD CARE CERTIFICATE

Case ID: _____ **Issue Date:** _____
Issued To: _____ **Issued For:** _____
Address : _____ **Address :** _____

Phone : _____ **Phone:** _____
Tier Level: _____

- I. Certificates shall be presented by bearers to child care providers or care givers, in lieu of cash, to purchase child care services and shall verify that the Department of Health and Human Resources or its broker agency is responsible for making payment for child care services rendered, within the conditions specified. **Providers shall maintain the certificate as it is the only guarantee of payment for child care services.**
- II. Care givers accepting Certificates must be 18 years of age; offer a healthy and safe environment; have no history of child/adult abuse or neglect; have no serious criminal record; comply with provisions of state law regulating child care; and enroll for funding which will require an office interview with the issuing agency listed below.
- III. The care giver shall not accept and sign this certificate if he/she or any household member has a history of child/adult abuse or neglect or convictions of serious crimes against a person. Neither the agency nor the parent will be responsible for payment
- IV. The children listed below are eligible for payment for the number of hours and days indicated below. Payment shall not be made for times in excess of this authorization nor for services not rendered by the provider nor required by the parent(s). Payment for school-age children is limited to before and after school, sick days, school holidays, snow days or summer break.
- V.

Child's Name	Birth Date	Daily Rate	Child Fee	Hours/Day	Days/Week	Days/Month	*Eligible for Special Needs Supplement?

* **Special Needs Supplement rate is \$2.00 per day and is included in the above daily rate.**

VI. **Schedule Notes:**

This Family is eligible for Non-traditional hours of care: Yes No

- VII. **This certificate is valid for the dates outlined below.** Payment will not be made unless a valid Certificate is in effect. Parents are to apply for a new Certificate at least (2) weeks prior to the below expiration date. Certificates are subject to change or cancellation upon written notice to both parties.

Child's Name	Eligibility Begin Date	Eligibility End Date

VIII. **Payment Information**

- A. Monthly Rate: Providers will receive payment for 20 days when children are in care for 15 – 20 days.
- B. Non Traditional Care Incentive: Providers may receive \$4.00 extra per day for care provided during non-traditional hours. Non-traditional Hours are defined as:
 - 1. Approved care for at least four (4) hours provided either before 6:00 am or after 7:00 pm Monday through Friday.
 - 2. Any 12 hour work shift or split shift which equals twelve or more work hours (including transportation) in a 24 hour period.
 - 3. Approved care for at least four (4) hours provided on a Saturday or Sunday.
- C. Special Needs Supplement: a child may be approved for the special needs rate of an additional \$2.00 per day if the child has significant

Developmental delays or has a diagnosed physical or mental condition which has a high probability of resulting in a significant developmental delay. Significant delay is a 25% delay in one or more areas of development or a six (6) month delay in two (2) or more areas. Areas of development include: cognitive, speech/language, physical/motor, vision, hearing, psycho social, and self-help skills. Developmental delay is determined by early intervention programs, special education programs, or other multi-disciplinary teams.

- D. Quality Tier Rates: Providers meeting higher quality standards may receive additional incentives if they demonstrate compliance with tier requirements. Tiers are subject to change during the life of the certificate. Providers may only receive one tier incentive per child.

Tier I Rate	Base Rates
Tier II Rate	Additional \$2.00 per day
Tier III and/or Accredited Rate	Additional \$4.00 per day

- E. Payment Rates and Age of Child: Payment rates are subject to change when a child reaches age 2, age 3, and age 5.

- IX. Certificates are not transferable to another provider. Changes in provider are to be reported to the agency within five (5) days of the change. Parents shall receive a new Certificate in the name of the new provider and the former certificate shall be null and void. Certificates remain valid until or if a closure notice is issued. As of date of closure, the provider shall destroy any invalid certificates.
- X. Providers must submit monthly bills to the issuing agency. **The parent is responsible for paying the fee directly to the provider.** The issuing agency will be responsible for making payment for the balance of the cost of care up to the provider's usual rate or the State's maximum pay rate, as shown above for the type of care and age of the child, whichever is less. Providers who do not collect parent fees will not receive the daily rates indicated on the certificate.

Issuing Agency:

JUDY CURRY

Worker's Signature _____

Date _____

(Provider's Signature) _____ (Date) _____

(Parent's Signature) _____ (Date) _____