



## **Colorado Child Care Assistance Program (CCCAP): How to Obtain a Fiscal Agreement**

Welcome to the Colorado Child Care Assistance Program (CCCAP). This program is administered through each of our 64 county human/social services agencies and supervised by the Colorado Department of Human Services. This material is provided to inform you of the requirements for obtaining a fiscal agreement with one or more of Colorado's counties. *All information is directed to licensed child care providers.*

### **What is CCCAP?**

CCCAP provides financial assistance to help pay for high quality early care and learning on behalf of Colorado families within 3 human services programs: Low-Income CCCAP, Temporary Assistance to Needy Families (TANF) and Child Welfare (CWCC). For Low-income CCCAP, eligibility is based on family income *and* activity (working, adult education, higher education, job search). For TANF and CWCC programs, CCCAP is a supportive service based on a referral and activity from that program. CCCAP families need childcare in order to continue their employment, higher education, job search, and their move toward self-sufficiency. As a child care provider, you will be working in partnership with counties to assist families' experiences with high quality early care and learning.

### **Where to apply?**

Families apply for CCCAP in the county that they reside in and they are free to select the child care provider that best meets the needs of the family, regardless of which county the provider is located in or the number of providers needed. Excluding 24-hour care and residential care licenses, the child care provider may be a *licensed child care center* (including preschool and school age child care licenses) *or licensed family care home*. Families may choose a relative or neighbor as well, as long as that person is eighteen years of age or older and has gone through the process to be a registered CCCAP Qualified Exempt provider.

### **What is the next step?**

If you are a child care provider and are not already contracted with a county, please contact the county to request a Fiscal Agreement. The county will provide you with a packet of information including a Fiscal Agreement, W-9 for tax identification, and, if applicable, additional county specific forms. The Fiscal Agreement is a contract between the county and the provider. It will spell out the provider and county responsibilities for CCCAP. It also serves as notice to the provider of what the county's maximum daily reimbursement rates are per Colorado Shines Quality Rating Level. Individual daily rates are entered after a comparison of the county and provider rates. The provider will receive either their rates or the county's, whichever is lesser. Please note: a fiscal agreement is required per county *per license number* as each license is considered an individual license regardless of ownership. For example, one owner may have several licensed facilities: each facility would need its own fiscal agreement contract as each license number represents an individual regulated entity.

### **What is the process to contract for daily reimbursement amounts?**

When the Fiscal Agreement is signed and returned to the county, it must include a copy of the provider's policies and procedures which include private pay rates, ages accepted, and hours of operation. This must be the same information that is given to anyone who is interested in placing their child with the provider. The provider is not allowed to charge CCCAP more than what the provider charges the public.

### **What is Blended/braided/layered funding?**

If a provider does not pass the established private pay rates on to the parents because of various funding streams/scholarships/etc., the submitted rate sheet to the county CCCAP office must show what those established costs/charges are. Providers must follow each of their funding programs' policies and guidelines; however, CCCAP allows for layering funding. This means that CCCAP payment is based on the eligibility of the CCCAP family and authorized based on the child's stated need, irrespective of other funding the provider may receive. The provider decides how to appropriate the payments received.

**For additional information** on the Colorado Child Care Assistance Program, the Division of Child Care Licensing, Colorado Shines Quality Rating and Improvement and child care education and resources for families, please visit [www.ColoradoOfficeOfEarlyChildhood.com](http://www.ColoradoOfficeOfEarlyChildhood.com)