

Sullivan County Legally Exempt Family Child Care ADDITIONAL STANDARD Acknowledgement Agreement

*****Legally Exempt Family Child Care Providers, caring for children an average of 30 hours or more per week, when care is provided outside of the child's home MUST ACTIVELY take part in the Child and Adult Care Food Program (CACFP) in order to receive Sullivan County Department of Social Services (SCDHFS) child care subsidy payments*****

By signing this form, the parent/caretaker and provider have read, understand and agree on the following:

- This ***Additional Standard Acknowledgement Agreement form is required to be submitted with the Legally Exempt Enrollment packet***
- Providers who actively take part in the CACFP are eligible to receive a retro subsidy payments from the effective date listed on the "Notice to Provider of Enrollment" letter
- SCDHFS (Sullivan County Department Health Family Services) ***will not pay any providers*** who are required to, ***but do not, actively take part*** in CACFP, for any child care services they have provided
- **Must enroll and actively participate within 30 days of CACFP Sign In Date**
- SCDHFS will not pay any providers who are enrolled in CACFP, and then decide not to actively take part in CACFP.
- If the provider does not actively take part in CACFP, ***no payment*** will be made by SCDHFS for any child care services. Current month completed menus ***must be submitted by the 3rd*** of the following month to be considered actively participating and/or compliant.
- Providers ***must*** actively take part in CACFP during re-enrollment periods
- Providers ***must*** report all changes in hours of care to the Sullivan County Child Care Council, Inc. at (845) 292-7166 ***within 24 hours of the change***
- Parent/caretakers must report all changes in hours of care to either the Child Care Unit at SCDHFS at (845) 292-0100 or Child Care Council (845) 292-7166 ***within 24 hours of the change***
- Providers who are paid subsidy payments for child care services by SCDHFS while they are not actively taking part in CACFP ***will be required to pay SCDHFS back*** all the money they have received. All subsidy time sheets that have not been paid will be returned to the provider and the parent/caretaker will be notified that SCDHFS will not pay the provider

If the provider has been previously "Closed Terminated" for not actively taking part in CACFP, payments will not be issued by SCDHFS for care given until the provider demonstrates compliance by actively participating in CACFP.

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- **No payments can be issued without a W9 on file, you must complete and return W9**

Please check one:

☐ Care to be provided in child(ren's) home

☐ Care to be provided at another site other than in the child(ren's) home

Provider will care for my child(ren) _____ hours per week.

I understand that if I receive child care subsidy payments while I am not in compliance with the additional CACFP standard as stated above, that SCDHFS in accordance with regulations will take action to recover the overpayment from me; or to return the time sheets/bills that were submitted but not yet processed for payment.

All Legally Exempt providers are subject to announced or unannounced inspection and/or verification of child care to verify compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district.

All Legally Exempt providers are required to maintain current and accurate attendance records for each child showing the date of attendance with the time of arrival and departure; on a daily basis (full day absences must also be noted).

An eligible provider must certify that all documentation and information provided to a social services district is accurate and true. Any false or fraudulent claims for payment by a provider may result in the deferral or disallowance of payment for such claims with a social services district, and/or referral for investigation.

Parent/Caretaker Name: _____

Signature: _____ Date: _____

Provider Name: _____

Signature: _____ Date: _____

***You MUST notify the Legally Exempt Coordinator at the Child Care Council, Inc., (845) 292-7166 of ANY changes concerning your Legally Exempt enrollment such as, but not limited to:**

- Change of Site Location
- New Phone Number
- New Mailing Address
- Any Changes in Household Members

If any of these changes occur and you fail to notify us your enrollment will be terminated making you not eligible for any subsidized payments.

*Remember to know and become familiar with the regulations, policies and procedures relating to the CACFP program.