



Alternative Payment CalWORKs Program

Alternative Payment Program Reimbursement Schedule



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- Monthly attendance records are generated for each child authorized to participate on the Alternative Payment Program and are available online for download by the provider and can be accessed through the Care Portal website at: <https://careportal.mcttechnology.com/> or through the Care Portal Log in link on the Children’s Resource & Referral website at:
http://www.sbfcc.org/index.php/providers/alternative_payment_calworks_program
- For all providers choosing not to use the Provider Care Portal the Attendance Records will be mailed after the 24th of each month for the upcoming month. If you do not receive an attendance record before the 1st of the month contact our office at (805) 925-7030.
- ***Alternate forms of attendance are not accepted for payment. Time in/out must be recorded on the Attendance Record provided by the CRR or through the Care Portal. Any transferring of information from alternate document to the CRR Attendance Record will not be eligible for payment.***
- Attendance records are due at CRR’s administrative office no later than the 5th calendar day of the month following the month of care. Reimbursement for on-time attendance records will be issued on or around the 20th of the month following timely receipt.
- Attendance records received from the 6th calendar day to the end of the month following the month of care will be considered late. Late attendance records will be reimbursed on the following month’s payment schedule.
- ***The final deadline for receipt of attendance records is the last day of the month following the month of care. Due to the close of the fiscal year, the final deadline for receipt of attendance records for the month of June is the 5th calendar day of July. If attendance records are submitted after the deadline, the provider’s right to reimbursement is forfeited.***
- Attendance records may be mailed or dropped off directly at CRR’s administrative office. CRR is not responsible for late mail delivery or lost attendance records. For your convenience, a drop-box is located to the right of the entrance to suite 103 at our administrative office.

**Children’s Resource & Referral
124 W. Carmen Lane, Suite C
Santa Maria, CA 93458**

- Reimbursements are made to providers by either direct deposit or check. Checks are mailed on or after the 20th of each month. Direct deposit is always recommended to avoid mail delays.
- Please refer to CRR’s Alternative Payment Program Parent & Provider Handbook for more information regarding child care reimbursements and the completion of attendance records. To view the handbook online visit the “For Providers” page on the CRR website: www.sbfcc.org

I have read and understand the policies and procedures as stated above.

Print Name of Provider or Center Name
PID#

Email Address

Provider Signature

Date



Alternative Payment CalWORKs Program

Alternative Payment Program Reimbursement Schedule



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- Monthly attendance records are generated for each child authorized to participate on the Alternative Payment Program and are available online for download by the provider and can be accessed through the Care Portal website at: <https://careportal.mcttechnology.com/> or through the Care Portal Log in link on the Children's Resource & Referral website at:
http://www.sbfcc.org/index.php/providers/alternative_payment_calworks_program
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- ***Alternate forms of attendance are not accepted for payment. Time in/out must be recorded on the Attendance Record provided by the CRR or through the Care Portal. Any transferring of information from alternate document to the CRR Attendance Record will not be eligible for payment.***
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**Children's Resource & Referral
124 W. Carmen Lane, Suite C
Santa Maria, CA 93458**

- Reimbursements are made to providers by either direct deposit or pay card. Child Care Centers may request to opt out of these two options due to the complexity of their accounting systems. The opt out option is only available to center based programs.
- Please refer to CRR's Alternative Payment Program Parent & Provider Handbook for more information regarding child care reimbursements and the completion of attendance records. To view the handbook online visit the "For Providers" page on the CRR website: www.sbfcc.org

I have read and understand the policies and procedures as stated above.

Print Name of Provider or Center Name

Email Address

PID#

PROVIDER COPY

Provider Signature

Date



Alternative Payment CalWORKs Program



Authorization For Direct Deposit

Company Name:

Children's Resource & Referral of Santa Barbara County

I authorize Children's Resource & Referral of Santa Barbara County (CRR) to initiate entries to my (our) account below:

Checking Account No. _____

Savings Account No. _____

Financial Institution's Name: _____

Financial Institution's Routing Number: _____

Financial Institution's Address: _____

This authority is to remain in full force and effect until Children's Resource & Referral of Santa Barbara County has received written notification from me of its termination in such time and manner as to afford CRR a reasonable opportunity to act on it.

Signature: _____

Full Name: _____ Provider ID: _____

Address: _____

Telephone No: _____ Date: _____

E-mail Address: _____

[Please Attach VOIDED Check Here]

Office Use Only:

Alternative Payment Program ID: _____ Date Entered: _____ Initials: _____



Alternative Payment CalWORKs Program



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Child Care Accreditation: Data Collection

Children's Resource & Referral is required by the State of California to report accreditation information for all child care providers participating on our Alternative Payment Program. Please complete the following.

Section A: Is your child care program currently accredited?

No, complete section C & D below Yes, complete section B, C & D below

Section B: *The accreditation was issued by:*

- National Accreditation
- State Accreditation
- Another Accreditation (not state or federal)

Accreditation Expiration Date: _____

Section C: Are you a current Quality Rating Improvement System (QRIS) Participant? Yes No

Section D:

Provider / Center Name

Provider / Center Director

Date



Alternative Payment CalWORKs Program

Emergency Child Care Bridge Program Provider Agreement



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Welcome to the Emergency Child Care Bridge Program for Foster Children (Bridge Program). The Bridge Program was designed to give temporary assistance to eligible Resource Families who need child care in order to maintain the placement for the child/ren in their care.

The Children's Resource & Referral (CRR) is your "Navigator" for this program. The mission of Children's Resource & Referral of Santa Barbara County is to develop strong and healthy families by providing education, care, and resource systems to children, their parents, and caregivers, with a special emphasis on low income and under-represented children and families.

The Bridge Program is a partnership that takes collaboration and communication. In order to participate in the Bridge Program and receive child care payments for participating children, you are agreeing to the following terms:

Initial each line:

1. _____ To work closely with CRR, to keep us informed of any changes or issues with the child's schedule. (805) 925-7071.
2. _____ To keep CRR informed of any updates such as changes in your rates or hours of operation.
3. _____ To work closely with the Bridge Family to ensure that the Attendance Records are completed properly, signed by both parties, and submitted no later than the 5th day of the following the month of care (or immediately if care is terminated.)
4. _____ To communicate with the Bridge Family, and if you require payment beyond what CRR can pay, make an agreement with the family to pay the difference.
5. _____ To respect the confidentiality and guard the privacy of Bridge Family at all times.
6. _____ That the Bridge Program is a temporary funding program. Families have **up to 6 months** to find long term subsidized child care. **Once the child is no longer in the care of the Resource Family, child care is no longer eligible for payment.**
7. _____ Payment will be made the month after child care services are provided, according to the Regional Market Rate guidelines and the a Certificate of Child Care Services Voucher Form.
8. _____ Resources such as training on Trauma Informed Care, and individual mentoring are available as part of the Bridge Program and CRR will provide these services when requested.

Thank you for opening your heart to take care of a child who needs you. We are committed to helping you through this process. Your signature verifies that you agree to the terms explained above.

Child Care Provider Signature

Date

CRR Navigator Signature

Date



Alternative Payment CalWORKs Program



PROVIDER/CENTER AGENCY AGREEMENT

Licensed Provider/Director Name		Center/Family Child Care Business Name		
Address where care is provided:		City	Zip Code	Date of Birth
Mailing Address (if different from the above address)		City	Zip Code	
Telephone Number: Home: _____ Cell Phone: _____ Other: _____			Social Security Number or Tax I.D #	
E-mail: _____		Preferred Method of Communication <input type="checkbox"/> Voice Mail <input type="checkbox"/> Text <input type="checkbox"/> Email		
Days of Operation	Hours of Operation	Photo ID#	ID Expiration Date	Ages Served

	I Certify that:
1.	The program is based on sound principals of child growth/development and complies with licensing regulations.
2.	Child care services are available at my facility to all children, regardless of sex, sexual orientation, gender ethnic group identification, race, ancestry, national origin, color, or mental physical disability.
3.	All parents/guardians utilizing my facility have unlimited access to their children and program during hours of operation.
4.	I will enroll children funded by Children's Resource & Referral (CRR) under the same enrollment criteria required of non-subsidized children.
5.	The rates, registration fees, sibling discounts and other miscellaneous fees listed on my rate sheet are equal to the rates charged to non-subsidized children.
6.	Any portion of rates that exceed the Regional Market Rate will not be paid by CRR and will be the parent's responsibility.
7.	All additional charges for meals, transportation, or any other expenses not covered by the CRR including termination of care without proper notice are the responsibility of the parent.
8.	I must give the CRR 30-day written notice when rates change. New rates will take effect on the 1st day of the month following receipt of notice. Only one rate change will be permitted per fiscal year (July-June). Regional Market Rate Ceilings may be found at: http://www3.cde.ca.gov/rcsc/index.aspx
9.	Payment may be discontinued by the CRR at any time.
10.	I understand and agree that Child Care Providers affiliated with CRR are not employees of CRR. Child Care Providers are privately owned and operated. CRR is required to issue 1099-Misc tax forms to all Child Care Providers that received \$600.00 or more annually no later than January 31st.
11.	The Child Care and Development Services provided do not include religious instruction or worship.
12.	Within two business days of receiving notification that a facility license has been suspended or revoked the CRR will terminate payment as of the effective date of the temporary suspension or license revocation. The facility will be reimbursed for services provided prior to that date.
13.	I understand that I am responsible for reading the Children's Resource & Referral Alternative Payment Program Parent & Provider Policies and Procedures Handbook available online at http://www.sbfcc.org and I may request a printed copy at any time. I agree to check the website regularly for updates to the parent and provider handbook.
14.	I understand the actual time the children arrive and depart from my care must be recorded daily on the Attendance Record supplied by the CRR and alternate forms of attendance may not be accepted for reimbursement.
15.	As a Licensed Child Care Provider I understand child care reimbursement for holidays, child absence days, and non-operational days are the responsibility of the parent to pay when the approved days and hours of the parent's need



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PROVIDER/CENTER AGENCY AGREEMENT

	activity is “varied” each week and are not predictable. Please refer to the current Certificate of Child Care Services (CCC).
16.	I have received a copy of form IMM-230 (1/16) Guide to Immunizations Required for Child Care or Preschool. I understand this guide is also available online at http://www.sbfcc.org
17.	Monthly attendance records are generated for each child authorized to participate on the Alternative Payment Program and are available online for download by the provider and can be accessed through the Care Portal website at: https://careportal.mcttechnology.com/ or through the “Care Portal Log in” link on CRR’s website: http://www.sbfcc.org/index.php/providers/alternative_payment_calworks_programs
18.	It is the responsibility of the provider to submit the Child Attendance Records by the 5th day of each month for each child in the program receiving subsidized child care. The due dates are posted online at: http://www.sbfcc.org/index.php/providers/alternative_payment_calworks_programs
19.	Reimbursement for on-time attendance records will be on or around the 20 th of every month following the month of care. If the 20 th falls on a Saturday, Sunday or Monday funds will be disbursed the following business day. Disbursement of funds is contingent upon CRR’s receipt of state funding.
20.	Attendance records received from the 6 th day of each month to the end of the month following the month of care will be considered late. Late attendance records will be reimbursed with the following months payment schedule.
21.	The Final Deadline for receipt of attendance records is the last day of the month following the month of care. Due to the close of the fiscal year, the final deadline for receipt of attendance records for the month of June is the 5th business day of July. If attendance records are submitted after the deadline, the provider’s right to reimbursement is forfeited.
22.	Attendance records may be mailed or dropped off directly at CRR’s Alternative Payment Program office in Santa Maria. CRR is not responsible for late mail delivery or lost attendance records. For your convenience, a mail slot is available. Children’s Resource & Referral 124 W. Carmen Lane, Suite C Santa Maria, CA 93458

I have read and understand the policies and procedures as stated above.

Name: _____ Signature: _____ Date: _____