

CCDF CHILD CARE PROVIDER STATEMENT

I have agreed to provide child care to children enrolled in Indiana's Child Care and Development Fund (CCDF) Voucher Program. As a CCDF provider, I understand that I **must be operating legally and in compliance with all State requirements including maintaining compliance with CCDF Health and Safety Standards (Minimum Standards) (as found in Indiana Code 12-17.2-3.5 et seq.)** to remain an eligible participant.

In addition to the requirements above, I understand that **other federal and state regulations indicate that I must also comply with the following:**

- I may not be paid to provide care for my own child(ren), stepchild(ren) or child(ren) for whom I am the legal guardian.
- I may not leave a child unattended or under the care of a minor (under age 18) as stated in Indiana Code 12-17.2-3.5 et seq.
- I must take preventative steps to ensure the health and safety of the child(ren) in my care as stated in Code of Federal Regulations (CFR) 98.41.
- I must report any suspected child abuse or neglect to the proper authority and understand that others have the responsibility of reporting suspected child abuse or neglect concerning my care of children.
- I must allow parents/guardians to visit their child(ren) while in my care and allow access to all areas used for child care as noted in CFR 98.31
- I must allow applicable state and local licensing agent(s) to enter and inspect, without notice, the child care facility during normal business hours.
- I must allow State government representatives or their agents to perform fiscal auditing activities with regard to my child care business as outlined in CFR 98.67.
- I understand care may only be paid when provided at the address listed on the voucher.
- I may not possess or use a Hoosier Works for Child Care card to authorize electronic attendance transactions for any CCDF children. This policy also applies to my child care staff, as well as any members of my household/facility in which child care is provided. I understand I may not require or coerce parents to violate this policy. .Exceptions to this policy will only be accepted with written documentation from the Office of Early Childhood and Out of School Learning (OECOSL).
- I understand that Late Attendance cannot be entered after 56 (fifty six) days from the last day of the service.
- I understand that Parent/Guardian has 42 (forty two) calendar days to approve or deny Late Attendance. I also understand, the Late Attendance will automatically be denied if action is not taken by the Parent/Guardian on the 43rd (forty third) day.
- Personal Day Late Attendance must have a parent approval on the parent Website or IVR phone system. Without parent approval the Late Attendance will be denied.

- Parents with repeat Late Attendance claims for failure to use their swipe cards according to program policy will receive communication from the State that warn continued abuse of program policy may result in termination from the CCDF voucher program.

Violations of any of the above could result in negative action against my child care business, up to and including permanent termination from the CCDF program.

I understand that any misrepresentation may subject me to negative actions, up to and including permanent termination from the program, civil litigation and/or criminal prosecution under applicable law.

Signed _____ **Date** _____

Printed Name _____ **EIN/SSN** _____

Questions about this statement should be directed to the Office of Early Childhood and Out of School Learning at 1-800-441-7837. You may also visit www.hoosierchildcare.com to view the CCDF Policy Manual.

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