

CCDF PROVIDER STATEMENT

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

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 or standing in loco parentis.
- I may not leave a child unattended or under the care of a minor (under age of 18 as stated in IC 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 provided in IC 12-17.2-3.5 and Indiana Administrative Code 470 IAC 3-18.
- 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 IC 12-17.2-3.5-7.
- I understand that child care may only be reimbursed by CCDF when the care is provided at the address listed on the voucher for the child receiving services.
- I may not possess or use a Hoosier Works for Child Care card, card number or PIN to authorize electronic attendance transactions for any voucher child. This policy also applies to my child care staff, as well as any member of my household/facility in which child care is provided. I understand I may not require or coerce parents to violate this policy.
- I understand Late Attendance cannot be entered after fifty-six (56) calendar days from the date of service. I also understand, failure to enter Late Attendance timely may result in loss of payment.
- I understand that a Parent/Guardian has forty-two (42) calendar days to approve/deny Late Attendance. I also understand, the Late Attendance will automatically be denied if action is not taken by the Parent/Guardian on the forty-third (43rd) calendar day.
- I understand Personal Day Late Attendance must have parent approval on the parent portal or Interactive Voice Response (IVR) phone system. Without approval, the Personal Day Late Attendance will be denied, and no payment made.
- I understand if found in non-compliance of these policies or having committed an Intentional Program Violation (IPV) as determined by the State, I will be subject to repayment and/or ineligibility to receive voucher payments.

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

Provider Signature: _____ **Date:** _____

Provider Printed Name: _____

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

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