

Transition Communiqué #13-15: Provider Agreement Signature Page for Child Care Information Services (CCIS) Agencies Impacted by Consolidation

Title: Provider Agreement Signature Page for Child Care Information Services (CCIS) Agencies Impacted by Consolidation

Date: July 3, 2013

Priority: High

Category: Action Required

Action Required: Read “Discussion” and follow “Next Steps” below

Response Required: None

Purpose:

Since the July 1, 2013 CCIS agency consolidation will result in CCIS agency name changes, new Provider Agreement (agreement) signatures are needed. *This applies to any CCIS agency that is acquiring new territories and/or changing names.*

Examples:

*A **Clarion/ Clearfield/Jefferson providers** (formerly Clarion/Jefferson CCIS and Clearfield CCIS) will need to get new Agreement signature pages.*

Philadelphia – South/West (formerly Philadelphia - Center City and South and Philadelphia - West and Southwest) will need to get new Agreement signature pages.

In addition, CCISs that support direct deposit should send providers new direct deposit forms along with the Agreement signature page.

Attached to this Communiqué are:

- Regulated Provider Agreement signature page 6
- In-Home Parent/Caretaker Provider Agreement signature pages 7 and 8
- Relative/Neighbor Provider Agreement page 5
- Letter to Provider

Discussion:

Due to the CCIS consolidation, many CCIS agency names have changed. Therefore, these CCIS agencies must complete new signature pages and obtain provider (parent/caretakers as applicable) signatures for Regulated, Relative/Neighbor (R/N), and In-Home agreements. The actual agreements do not need to be sent to the providers as they have not been modified. The following modifications were made to the signature pages:

- A line was added to the header of signature page for the CCIS to write the provider’s name for easier identification when the page is returned.

- The Blended Rate information has been removed from the R/N signature page to avoid confusion.
- The effective date has been removed from the footer of the signature pages.

The signature pages are due back from the provider by Monday August 5, 2013. If a provider does not return the signature page after follow-up by the CCIS by Monday, August 19, 2013, the CCIS will terminate the Agreement with an effective date of August 22, 2013 in PELICAN Child Care Works (CCW).

CCIS agencies that support direct deposit should also send direct deposit forms to providers when they send the signature page to the provider.

The letter to the provider attached to this Communiqué includes optional language to use when sending the signature pages to an In-Home Child Care Provider as well as optional direct deposit information to use when applicable.

Next Steps:

1. Review this information with appropriate staff.
2. Develop and implement a plan to obtain signed Agreement signature page(s) for all existing Regulated, In-Home Parent/Caretaker, and Relative/Neighbor Providers doing business with the CCIS by August 5, 2013.
3. Send the Provider letter with optional language as needed with appropriate Agreement signature pages.
4. Obtain Direct Deposit forms from providers as needed.
5. Terminate Provider Agreements in PELICAN CCW with an effective date of August 22, 2013 if the signed Agreement has not been received by the CCIS by August 19, 2013.
6. Direct questions to your subsidy coordinator.