

Possible Provider to CCAP Parent Policies

1. Provider will only honor and start child (ren) on the start date listed on the letter authorizing care. If a parent decides to take the child (ren) before the start date, parent will be responsible for the costs.
2. Said provider does not accept any verbal authorizations from the counties. All authorizations must be in writing.
3. All parent co-pays are due by the _____ of the month unless other arrangements have been made in advance. If the parent fee is not paid, care for the child will be discontinued until parental fee has been paid.
4. Said provider will refuse care to all families who have not paid their parental fee by the _____.
5. Parent is responsible for paying their late fees first and then paying their parental fee.
6. Parental fee is due EVERY month regardless of the child's attendance.
7. It is the parent's responsibility to ensure that he/she/they have a current authorization, a pinned CCAP card and that he/she/they contact the county if any changes are needed in authorization.
8. It is the parent's responsibility to use his/her/their CCAP card everyday.
9. If a parent forgets his/her/their CCAP card said provider will deny care until the parent brings in their CCAP card.
10. The parent will be charged the private pay rate up front each time the client forgets the CCAP card. The provider will refund the payment or apply it to any outstanding parent fee if the client returns with the card and successfully records attendance.
11. If a denied or pending message appears on the receipt, said provider will not provide care until that message has been cleared. The parent will need to correct denied or pending swipes or contact his/her/their case worker to have this fixed.
12. If a parent misses a swipe or a denied message appears, the parent will be financially responsible for the days of attendance that can not be corrected by previous check in/check outs on the POS device.
13. Most counties allow only three absences per month. After three absences, the center is to report the lack of attendance to the case worker.
14. If absences exceed three, said provider has the right to bill the parent their private rate.

I agree to all of the statements above and I agree to be in good standing with said provider.

Parent Guardian Signature

Date

Provider Signature

Date

Developed By: