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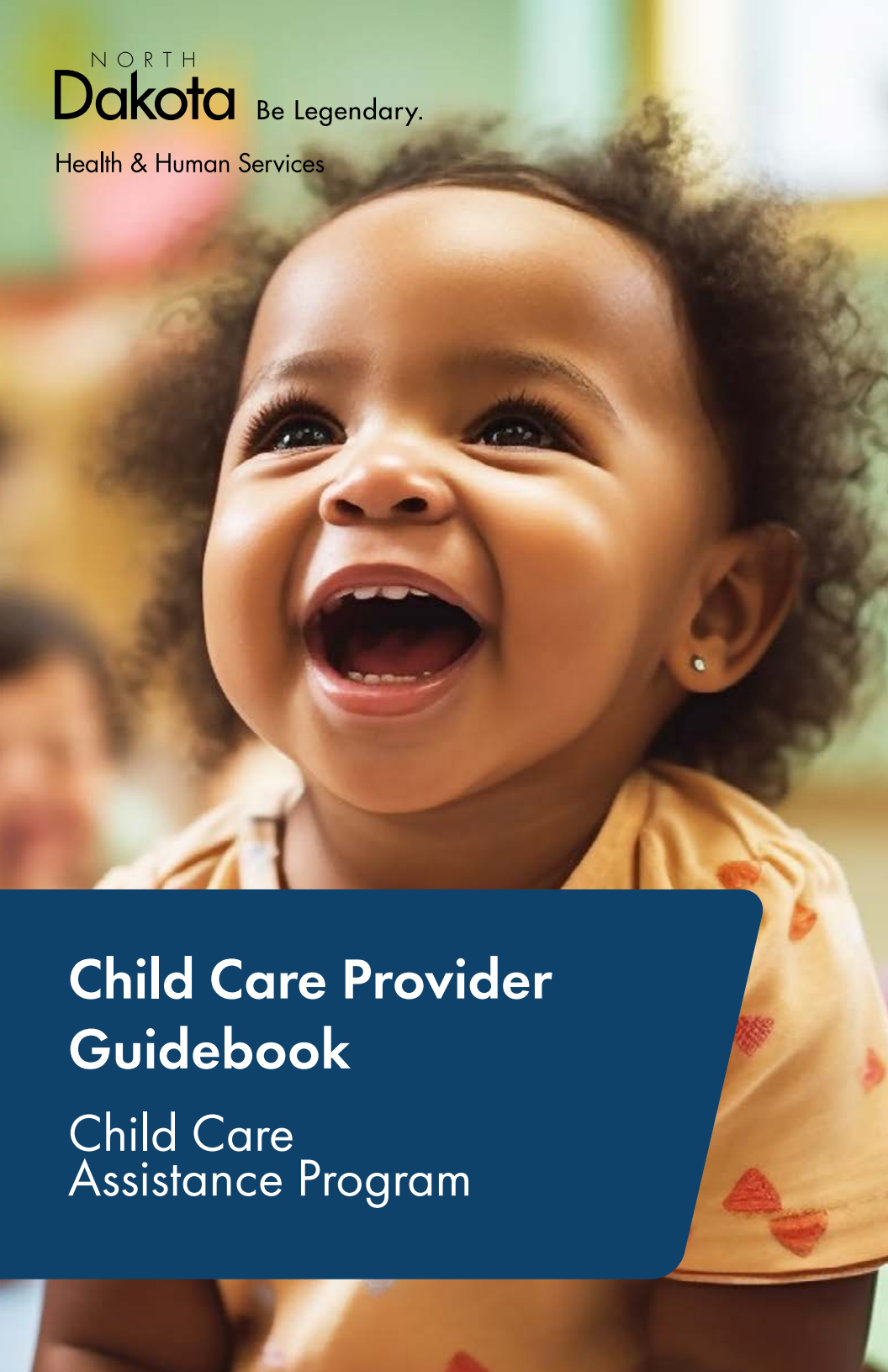
Health & Human Services



Child Care Provider Guidebook

Child Care Assistance Program

Purpose

Why should you read this booklet?

Thank you for participating in the Child Care Assistance Program (CCAP). This booklet is for you, the child care provider. It explains what you need to know to receive payment from the Health and Human Services (HHS) Economic Assistance (EA) for families who participate in CCAP.

Please keep this guidebook for future reference. If you have any questions, email us at ccap@nd.gov.

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CCAP Overview

The Child Care Assistance Program (CCAP) helps income-eligible families pay for child care while they work or attend school or training.

Program guidelines

What are the requirements for families?

- Families must meet income guidelines.
- Parents must need child care to go to work or attend school or training.
- Children must meet age requirements:
  - Birth through their 13th birthday
  - Children with special needs may qualify up to age 19.

Note: State-licensed child care providers can receive CCAP payments until the end of the month when a child turns 12 years old. Starting the following month, they can no longer receive CCAP payments for that child due to the age limits on their license.

Providers licensed by other agencies, such as tribal or out-of-state providers, may still be able to receive CCAP payments depending on the rules of their licensing agency.

What are the requirements for providers?

- Must be at least 18 years old.
- Must be a licensed, tribal registered, self-declared or approved relative child care provider.
- Must complete a W-9 Request for Taxpayer Identification Number and Certification form.
- Must report an address change to remain active as a child care provider.
  - If you are a licensed, registered, self-declared or an approved relative child care provider, contact your human service zone office to get relicensed to prevent any payment delays.

Note: If you fail to report an address change, you will no longer be able to receive child care payments from the program.

Applications for a licensed, registered, self-declaration or approved relative child care provider can be picked up at the human service zone office.

Verification

What is a child care certificate?

A family and child care provider receive what's called a child care certificate. The certificate shows:

- Number of months covered.
- Monthly co-pay a family must pay.
- Children covered and if they are full-time or part-time.
- Maximum amount the program will pay.

A parent is responsible to pay any child care costs over the maximum amount paid by the program.

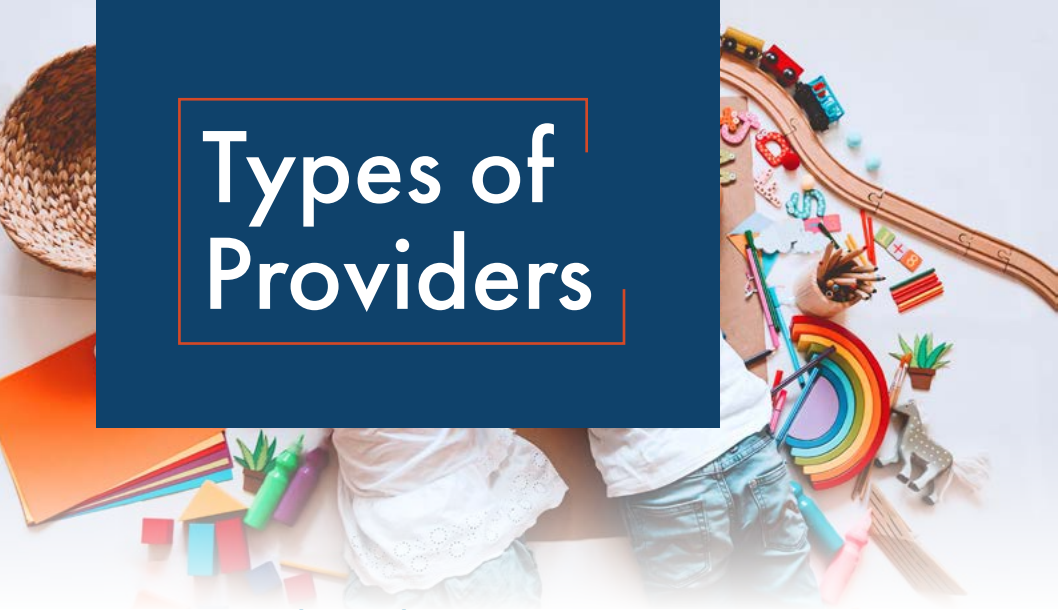
Additional Information

Can I find out the status of a family's CCAP case?

Information about a family's status is confidential and may be shared only under certain conditions.

What are the family's rights?

- A family selects their child care provider.
- Child care providers must let parents have unlimited access to their children.
- Child care providers and families are responsible for deciding on a termination agreement.
- The state will not pay a child care provider more than what is charged for a self (private) pay family.



Types of Providers

State Licensed Provider

Who issues state licenses?

HHS Early Childhood provides licensing for individuals or businesses who wish to provide child care services for children outside of their families.

Approved Relative Provider

Who is eligible to be an approved relative provider?

A relative residing in a separate home who is related to the child by marriage, blood relationship or court decree, and is a:

- Grandparent or great grandparent
- Aunt or uncle
- Sibling

Approved relative providers must keep attendance records for each child in their care. These records must be handled in a way that protects the identity of the CCAP family and must be provided at the request of the state or human service office. Records should include the following:

- Child's name
- Date care was provided
- Check in and check out times

Approved relative providers will receive a provider ID number. For more information contact the CCAP office.

Are you an approved relative provider interested in becoming a state licensed provider?

Many of the requirements already completed for approved relative registration are the same for self-declared (state licensed) providers. Benefits of becoming state licensed include:

- CCAP can pay up to an additional $60 per month per child.
- Eligible to receive reimbursements for meals through the Child & Adult Care Food Program (CACFP).

Tribal Registered Provider

Who provides tribal registration?

Tribes provide a licensing process to members. Registered tribal providers who provide proof of registration to the CCAP office are eligible to receive CCAP payments. For more information contact your tribal office.

Out of State Provider

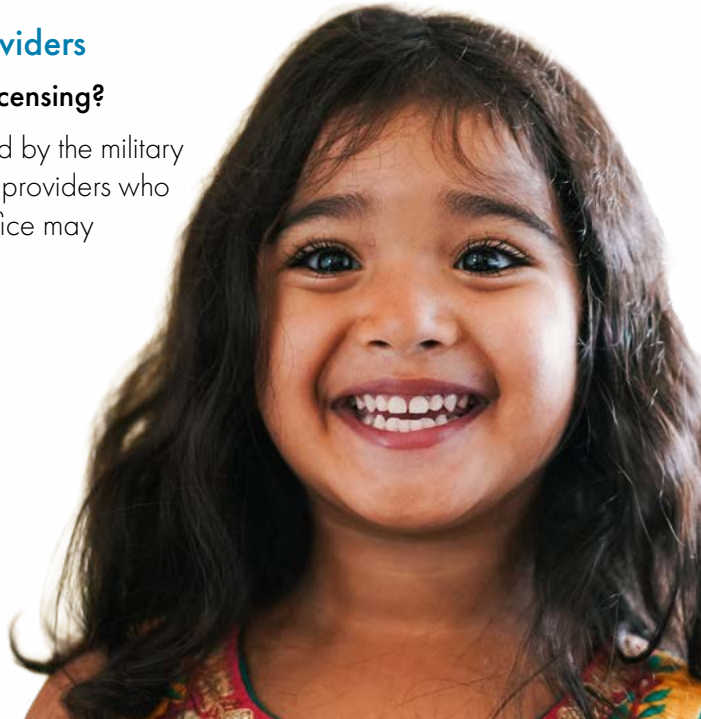
How does an out of state provider qualify to serve ND CCAP clients?

The license for an out-of-state provder is issued by the state in which they live. These providers may register with the State of North Dakota to provide services to clients receiving child care assistance. Contact the CCAP office to register.

Military licensed providers

Who provides military licensing?

Military licenses are issued by the military agency. Military licensed providers who register with the CCAP office may receive CCAP payments.



Required Documentation

CCAP Required documentation

Copy of License - Issued by appropriate licensing agency
W-9 - Request for Tax Payer ID Number and Certification
SFN 433 - Child Abuse and Neglect Background Inquiry for each household member age 18 and over
SFN 23 - Application for Approval for Relative Child Care Provider
Copy of Training - Completion of the free Getting Started Training offered by HHS Early Childhood

CCAP collects attendance records to verify payment requests. To strengthen this process, licensing specialists will also review attendance during required licensing visits. This additional validation supports more targeted provider training and helps prevent overpayments by ensuring records are accurate and consistent.

Provider Type	Copy of License	W9	SFN 433	SFN 23	Copy of Training
State Licensed	●	●			
Approved Relative	●	●	●	●	●
Tribal Registered	●	●			
Out of State	●	●			
Military Licensed	●	●			

Note: These are the documents required to receive payment from CCAP. HHS Early Childhood has additional requirements for state licensed or registered providers.

Billing Information

Child Care Provider Rates & Sliding Fee Schedule

Who sets provider rates?

Providers determine how much they charge for services. The state sets rates for how much CCAP pays toward the cost of child care.

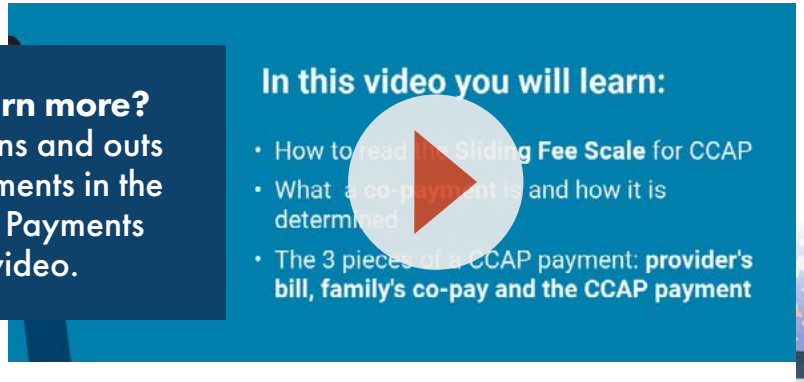
How are CCAP rates set?

Providers can share what they are charging for services by participating in the Market Rate Survey which takes place every year. The information provided in this survey helps the CCAP office set rates.

What is the sliding fee schedule?

The sliding fee schedule is used to decide if a family qualifies for the program and contains all the CCAP payment rates. Most families are required to help pay a part of their child care costs, which is also determined by the schedule.

Want to learn more?
Discover the ins and outs of CCAP payments in the "How CCAP Payments Work" video.



Requesting payment

How do I request payment?

Payment can be requested through the Self-Service Portal (SSP). This must be completed each month the child is in your care.

Note: It is your responsibility as a child care provider to request payment.

CCAP participates in prospective payments. This means that if a child is enrolled in care for the month of June, payment for those services can be billed for at the first of June instead of waiting until July. This also means that families will need to notify their providers and human service zone workers as soon as possible when they are planning to change providers.

Can I bill for registration fees?

CCAP may pay for registration or deposit fees charged by center (license types C,E,K,M) or group/family (license type F, G, H) providers.

Can I bill to hold a spot for a child?

No, CCAP does not pay to hold spots. A child must attend a minimum of 40 hours within a month to be eligible to receive payment.

Can I bill for hours that a child is absent from care?

Yes, as CCAP payments are now based on enrollment and not attendance.

Note: The program cannot pay for meals, snacks or transportation fees charged by the child care provider.

How do I bill for joint custody families?

- Payments will be made based on the time the caretaker has the child(ren) in their care.
- Certification is submitted for the time frame the child was in a particular parent's custody.
- If both parents use the same provider, two certifications must be submitted.

For example:

- If a mother has custody of the child for two weeks each month, the provider would certify for those two weeks.
- If the same child's father uses the same provider for the remainder of the month, the provider would certify for both the mother and the father.

Payment Information

Form of payment

How are CCAP payments made?

Providers are paid via direct deposit. If the provider has a garnishment by child support or if the payment is made directly to the family instead of the provider, the payment must be issued via check.

Can payment be made directly to the family?

Child care payments are made directly to you and not to a family. If you would like to change this, you can select this option in the SSP.
Note: Even if the child care payment is paid directly to a family, you must complete a W-9 Request for Taxpayer Identification Number and Certification form. Child care assistance checks cannot be forwarded.

Payment Processing

Is there a deadline to request payment?

The electronically submitted payment request through the self-service portal (SSP) must be submitted within two months following the month child care services were provided.

How long does it take for my payment to be processed?

Payment certifications are processed nightly. Payments will be received within five working days.

How do I know the status of my payment?

You can monitor the status of your payment using the SSP. For more information on the SSP, see pages 16-17 of this guidebook.

What if I do not receive my payment within five working days?

If you have not received your payment within five working days, check the payment status through the SSP. You should also verify your direct deposit information. If the SSP shows payment has been made and your direct deposit information is correct, contact the state CCAP office.

Payment Notification

How do I know which families I have received payment for?

- A notice will be sent with each payment made showing the child's name and the payment amount. Notices are also available in the SSP.
- There may be more than one family on the notice.
- Payments processed on the same day are combined into one payment.

Note: It is important to keep the notices for your records.

Will the family be notified that payment has been made?

The family will receive a notice listing the total child care bill, the amount paid by the program, and the amount the family is responsible to pay.

Overpayments

About Overpayments

What is an overpayment?

An overpayment is what occurs when a provider is paid more than they should have received.

How does an overpayment occur?

Overpayments can happen for the following reasons:

- The provider says a child was in their care, but there are no records showing the child attended.
- The provider says a child will attend in the next month, but the child attends for less than 40 hours.
- A provider stops giving care for a child during a month they have already been paid for. The days the child did not attend must be paid back.
- The enrollment amount or amount charged changes after payment has been made.

Repaying an Overpayment

How do I repay an overpayment?

Future payments will be recouped by 10% until the overpayment is re-paid in full, or a check can be sent to:
Department of Health and Human Services
Child Care Assistance Program
600 E Boulevard Ave. Dept. 325
Bismarck ND 58505

Tax Information

W-9 Request for Taxpayer Identification Number and Certification

What is a W-9?

A W-9 is used to verify the CCAP office has the correct information is on file for tax reporting. You are required to provide a W-9 to the CCAP office.

What if my information changes?

If your name or address change after your initial W-9 submission, you must submit a new W-9 through the SSP so your information can be updated for tax reporting.

Employer ID Numbers

Child care providers can apply for an Employer Identification Number (EIN), also known as a Federal Tax Identification Number.
This is a free service offered by the Internal Revenue Service (IRS). Contact the IRS office to apply or go online to www.IRS.gov.

1099 NEC Miscellaneous Tax Form

Who will receive a 1099?

Federal law requires that a 1099 NEC Miscellaneous Tax Form be sent to each child care provider who has received payments of $600 or more from the state.

How will I receive my 1099?

This will be done automatically at the end of a calendar year and mailed to the address provided on your W-9 in January. You can also find this in the SSP. This information is also sent to the IRS.

What else do I need to know?

The 1099 NEC Miscellaneous Tax Form does not include the amount paid to you by a specific family. It is your responsibility to maintain records of a family's copayments.

Self-Service Payment Portal

Self-service portal overview

What is the self-service portal?

The Self-Service Portal (SSP) is an online tool that allows child care providers to submit their monthly payment requests online and view payments.

What are the benefits of using the SSP?

- CCAP payments will be even more timely.
- Streamline processes.

Note: The SSP is for child care subsidy reimbursement, not for licensing activities.

Accessing and registering for the SSP

How do I use the SSP?

You will need to register for a North Dakota login if you haven't already done so. (Note: If you have a North Dakota login for the child care licensing site, your may use the same one.) After that, you will need to create an account to use the SSP. An online training is available that shows you how to register and create an account.

When can I start using it?

Once your account has been approved, you can log in to the SSP to access your personalized dashboard to certify enrollment, review payment history, upload documents and manage your account.
You can begin using the portal for payment requests when you see a child's name on your dashboard.

Who can use the SSP for subsidy reimbursement?

All licensed and regulated child care providers, including relative, tribal, and out-of-state providers.

How do I access it?

The SSP can be accessed at:
https://dhsprovider.dhs.nd.gov/

What do I need to register for an account?

In order to register for an account you will need your license type and provider number.

What if I need help using the SSP?

An online training is available for all provider types.

What if I do not want to use the SSP?

Beginning with the service month of October 2022, all billing must be submitted through the SSP.

Will using the SSP change the way I receive my CCAP payments?

Child Care Assistance Program payments will continue to be received as they are today, including payments sent to families.

Links & Online Forms

Child & Adult Care Food Program
www.fns.usda.gov/cacfp

Child Care Licensing (CCL) System
https://childcarelicensing.nd.gov/GLSuiteWeb/Clients/NDDOHS/Private/LoginDashboard/LoginDashboardLogin.aspx

Criminal Background Check Requirements
hhs.nd.gov/providers/criminal-background-checks

Getting Started Training
www.ndgrowingfutures.org

Video: How CCAP Payments Work
https://vimeo.com/834756801

Human Service Zones Directory
hhs.nd.gov/human-service/zones

Market Rate Survey
https://www.hhs.nd.gov/human-services/providers/ccap#news

North Dakota Login
https://dhsprovider.dhs.nd.gov/

Online Self-Service Portal Training
hhs.nd.gov/human-services/providers/ccap#training

Self Service Portal
https://dhsprovider.dhs.nd.gov/

SFN 23 Application for Approval for Relative Child Care Provider
https://apps.nd.gov/itd/recmgmt/rm/stFrm/eforms/Doc/sfn00023.pdf

SFN 433 Child Abuse and Neglect Background Inquiry
https://www.nd.gov/eforms/Doc/sfn00433.pdf

Worksheet for Calculating Copay
https://www.hhs.nd.gov/applyforhelp/ccap#ccap-payment

W9 Request for Taxpayer Identification Number and Certification
www.irs.gov/pub/irs-pdf/fw9.pdf

Health and Human Services
Economic Assistance Policy
Child Care Assistance Program
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