

RECIPIENT RIGHTS:

- a) Right to prompt written notice of any decision concerning your application and the reason(s) for such decision;
- b) Right to review the policy manual during normal business hours;
- c) Right to be treated with courtesy and respect by agency personnel;
- d) Right of freedom from any violation of your privacy or personal dignity or any infringement of your constitutional rights;
- e) Right to freedom from any disclosure of information, concerning your circumstances except as they may relate directly to the administration of the program;
- f) Right to be assisted by a friend, relative, legal counsel, or any other person you choose in any dealing with the county social service board;
- g) Right to request a hearing before the Department of Human Services if you believe that an action taken which affects your eligibility or payment amount is incorrect. A form on which to request a hearing, as well as information about free legal services that may be available to you, may be obtained from the county social service board. A hearing must be requested within 30 days of the action; and

- h) Right to file a written complaint if you believe that you or members of your family have been unlawfully discriminated against by reason of race, color, religion, sex, national origin, age, political beliefs, handicap, or status with respect to marriage or public assistance. The written complaint may be filed with the county social service board; the North Dakota Department of Human Services Office for Civil Rights; or The Office of Civil Rights, Department of Health and Human Services, Federal Office Building, 1961 Stout Street, Denver, CO 80294.



North Dakota Department of Human Services
Public Assistance Division
600 E Boulevard Dept 325
Bismarck, ND 58505-0250
Phone: 1-800-755-2716 Fax: 701-328-1060
ND Relay TTY 1-800-366-6888
email: dhseap@nd.gov
www.nd.gov/dhs

DN 861 (Rev. 07-09)

CHILD CARE ASSISTANCE PROGRAM



HELPING FAMILIES
WITH CHILD CARE COSTS

North Dakota Department of Human Services
State Capitol
Bismarck, ND 58505-0250

PURPOSE OF PROGRAM:

To help with child care costs for low income families while they are working or participating in allowable training or allowable education programs.



ELIGIBILITY:

A family may be eligible for Child Care Assistance if:

- the parent is working;
- the parent is low income;
- the parent is in allowable training;
- the parent is self-employed;
- the parent is looking for work (limited time);
- the household income is within the limits; and
- the child care is reasonably related to the hours of employment or allowable training.



HOW TO APPLY:

- To be considered for the program, an application must be completed and submitted to the local county social service office.
- A face-to-face interview is not required.
- Applicants must provide verification of all income of all household members.
- A person attending allowable postsecondary school or allowable postsecondary training must submit a copy of her or his class schedule and SFN 113, Post Secondary Education Information.

CHILD CARE CONTRACT:

If your day care provider requires that you sign a contract, **read it carefully before you sign it so that you are aware of all your obligations.**

PAYMENT FOR CHILD CARE:

The Department of Human Services will pay a percentage of your child care bill determined by using a sliding fee scale. Payment is made directly to the child care provider.

Parents are responsible to pay a co-payment each month and any amount over the allowable maximum rates.

CHILD CARE CERTIFICATE:

A child care certificate is issued by the Department of Human Services to the parent who is eligible for the Child Care Assistance Program. The certificate contains the name and address of the parent/caretaker, the children who receiving child care, the percentage of the bill that family will have to pay and the maximum payment the family may have to pay, the client's allowable activity, the mandatory reportable changes, and the time period covered by the certificate. The child care certificate is given to the provider at the time a child care is chosen by the family. One copy of certificate is given to the provider so they know what percentage CCAP is paying.

CHILD CARE PROVIDER INFORMATION:

Providers must be at least 18 years old and must be either licensed, self-certified, or an approved relative in order to be eligible to receive payment.

An approved relative, who is related by marriage, blood relationship, or court decree, is a:

grandparent, great grandparent, aunt or uncle of the child. A sibling, who does not live in the same home as the child for whom care is being provided, may also be approved.

Parents have the right to choose their own child care provider such as center, group, or family child care. Providers may be nonprofit or for profit, sectarian or relatives. Parents may contact their local county social service office for information regarding licensing, self certification or approval of relative providers.

PARENTAL ACCESS:

Parents must be given unlimited access to their child(ren) in child care and to the providers who are providing the care. This access is to be during normal operating hours of the child care facility.

TAX INFORMATION:

A 1099 Miscellaneous will be sent to the child care provider at the end of the calendar year, if the provider received more than \$599 from the Department of Human Services during the year. The amount on the 1099 Miscellaneous is sent to the IRS as an accounting for child care paid.

WHOM TO CONTACT:

For further information regarding the Child Care Assistance Program, contact your local county social service office OR the North Dakota Department of Human Services.

HELP FINDING CHILD CARE:

The Child Care Resource and Referral (CCR&R) agencies can assist parents in choosing a provider who will meet their needs. Contact the CCR&R in your region.

Eastern North Dakota
Western North Dakota

800-941-7003
888-223-1510

