

I. CHAPTER OVERVIEW

To enroll in the Subsidized Child Care Program (SCC), each individual child care program must have a signed Child Care Provider Agreement ([DCD-0452](#)). The Child Care Provider Agreement is required for initial enrollment and once per calendar year thereafter. The LPA must maintain a signed copy of the Child Care Provider Agreement for each facility in the agency's provider file for review by local, state, and federal officials. The provider retains the original signed copy of the agreement. The Child Care Provider Agreement informs the provider of the requirements for participation in the SCC Program and the policies for payment. The Child Care Provider Agreement is used to purchase SCC services from all types of providers.

II. REQUIREMENTS

The LPA reviews and explains the terms of the Child Care Provider Agreement with the provider. The Child Care Provider Agreement is then signed by the owner, or the person responsible for the operation of the facility. If the owner delegates that responsibility to someone else, the transfer of authority must be stated in writing and kept in the individual provider file at the LPA. The Child Care Provider Agreement must be signed before any payment is issued and must be **renewed annually** (once per calendar year). After the Child Care Provider Agreement is signed by the provider, the original is given to the provider by the LPA. The provider must maintain current and past copies of the signed Child Care Provider Agreement **until the LPA provides authorization to destroy them.**

III. PROCEDURES

A. Other Required Forms

In addition to the Child Care Provider Agreement, the LPA must have on file with the Provider Agreement, documents that include the provider's private paying rates, information about reporting absences, maintaining and submitting child care attendance records, and any payment policies that the LPA imposes in addition to those required by the Division of Child Development and Early Education (DCDEE). Refer to [Chapter 22: Local Policy Options](#) for information regarding local policies. It is recommended that the LPA share a copy of the Approval Notice with the provider that may be attached to the Provider Agreement or kept on file. The Approval Notice will provide information about the provider's program (such as shifts of care and age range).

The Application For Enrollment to be a Provider of Subsidized Child Care ([DCD-0451](#)) must have either:

1. The rates attached; or
2. The rates listed on the Private Paying Rates and Other Fees ([DCD-0458](#)) form.