

CONTRACT REQUIREMENTS FOR COUNTY DEPARTMENT OF SOCIAL SERVICES AGENCIES

The following requirements apply to county DSS agencies who are contracting with another agency/organization to administer the Subsidized Child Care Program:

- A.** The Division's contract template is recommended to be used to develop contracts with other agencies/organizations to administer subsidy funding.
- B.** The county DSS must obtain information from the contractor to develop contract attachment(s). The information should include a description of the services to be performed by the contractor.
- C. Guidance for Contractors**

Contractors must supply the following information to the county DSS and the DCD Subsidy Services Section for the development of the contract:

1. Description of how the child care funds will be expended and the services to be provided by the contractor which may include but are not limited to the following;
 - a. Identify the agency that will be responsible for determining the eligibility of families.
 - b. Identify the agency that will be responsible for on-going training and written communication with providers enrolled in the SCC Program regarding the requirements of the subsidy program.
 - c. Identify any reporting requirements the DSS may require of the contractor regarding the use of funds, unmet needs, etc. and the time frame for reporting.
 - d. Identify the agency that will be responsible for conducting the Fair Hearing and Appeal Process for recipients, transportation and nonlicensed home providers.
 - e. Identify the agency that will be responsible for rectifying misspent Subsidized Child Care funds in the Subsidy Reimbursement System due to agency error, overpayment and fraudulent misrepresentation,
 - f. Identify the agency that will be responsible for conducting investigations of recipient/provider fraud.
 - g. Identify the agency that will track subsidized child care funds recouped from the recipient or provider according to the terms of the repayment agreement.

 ROLES AND RESPONSIBILITIES

REVISED 09/01/07

2. Description of proposed personnel who will administer the program.
3. List of dependable sources of income to insure continued operation during the contract period.
4. Detailed budget (includes the agency's income and expenditures).
5. Budget narrative.
6. Copy of board approved policies of the agency/organization.
7. List of board members, if applicable.
8. Copy of 501(C) 3 (applicable if the agency has non-profit status).
9. Notarized conflict of interest statement.

NOTE: Agencies administering the Subsidized Child Care Program that conduct business in an unfair and biased manner may be found ineligible to contract for administration of the Subsidized Child Care Program for a period of three (3) years by the Secretary of the Department of Health and Human Services or his/her designee. The period of ineligibility for administering the Subsidized Child Care Program begins the date that the Secretary determines the violation period.