

to Chapter 16: Approval and Enrollment Procedures for Licensed Facilities for additional information regarding the enrollment process.

E. Distribution of the Child Care Voucher

Copies of the completed child care voucher are maintained at the LPA and are distributed as follows:

1. A copy is retained by the LPA when the voucher is initially issued and should be used for tracking purposes;
2. The original copy is returned to the LPA and information is used for payment purposes;
3. A copy is retained by the provider; and
4. A copy is given to the parent.

IV. PARENTAL RIGHTS AND RESPONSIBILITIES

A. Rights of the Parent Receiving Child Care Assistance

Parents authorized to receive child care assistance have the following rights:

1. To select the child care provider for their child(ren);
2. To have information about the family kept confidential by the provider;
3. To have access to their children while in care;
4. To request a local hearing within 60 days of the effective date on the voucher and obtain a fair hearing within five (5) working days of the request, if the parent disagrees with the decision about child care assistance;
5. To request a second hearing with the Department of Health and Human Services if dissatisfied with the decision made at the first hearing;
6. To be represented at either of the hearing by a relative, friend or attorney;
7. To continue to receive child care until a decision is made at a hearing; and
8. To ask to see the child care record before a hearing, or to see or receive free copies of other information to be used at a hearing.

B. Responsibilities of the Parent Receiving Child Care Assistance

Parents authorized to receive child care assistance have the following responsibilities:

1. To pay the provider if receiving child care services after becoming ineligible for assistance, or for any child care not authorized;
2. To report all changes that may affect eligibility for child care services to the child care worker within five (5) working days; and may also have to repay all child care assistance after a change occurred if the change was not reported on time.