



"Keeping The Children Safe For The Ones Who Keep Us Safe"

# FAMILY BEST PRACTICES

*Start here!*

CCYH has a direct line and email!

1-800-424-2246 extension 312  
CCYH@usa.childcareaware.org



Complete all paperwork for the program with your provider. This will help ensure forms are accurate and completed quickly. Fast, accurate paperwork = less fee assistance delays.

Find out ASAP if your provider is up to date on Pediatric First Aid/CPR. If not, sign them up for a class or find an instructor who can teach all of you! Consider paying for half or all of your provider's certification.



Background checks can cause the greatest delay in receiving your fee assistance. Make an appointment for your provider at the post office or local police station to accomplish their FBI fingerprints. Consider paying for the fingerprints, mailing, and your provider's time to accomplish them.

Sit down with your provider to go over the checklist for the state background checks. Ensure accuracy in the steps, how the checks are written, and where the paperwork and checks are sent. Consider reimbursing for all state background check expenses.



Your provider is required to complete 32 hours of computer-based self-paced training. Consider offering a training rate for the hours it takes to complete the training or offer a flat rate if they complete by a certain date. The training must be completed before your application can move forward.

As a household employer, you are responsible for paying your employee on time and in full. If you plan to hire and start paying your provider before receiving fee assistance, be sure to create your family advertisement and compensation package with what you can pay if there is a 3-6 month delay in the fee assistance. Listing the CCYH requirements in your family advertisement creates confusion.



By hiring an in-home provider, you are creating a mutually beneficial opportunity! Your focus should be on how you all win: your family + child(ren) and your provider. Find out what matters to your applicants & make a personalized compensation package.

Get to know the CCYH team at CCA (info above) because they will directly impact your experience with the pilot program. Remember, they are people, and they are learning, too! This is a new type of fee assistance and it's nestled under respite care, so much learning for all!



Include the following in your contract (including both requirements will help as you navigate the fee assistance):

- Your provider must share a copy of all CCYH paperwork (including payment receipts from CCYH).
- Your provider must sign a release to allow CCYH to share specific application status information with employer (you).

Monthly attendance sheets may be turned in as early as the 25th of each month. It takes 7-10 business days from date of receipt to process and render payment to your provider so the earlier you submit correctly, the sooner fee assistance will be issued. Be sure they are signed, dated and submitted no earlier than the 25th of each month.



The CCYH team calculates your family's CCYH fee assistance cumulatively which means you don't need to stress about how to divide up the provider's rate per child. Ensure each child has more than \$0 to be eligible for fee assistance.